

TABLE OF CONTENTS

INTRODUCTION	3
Development Process Flowchart	5
Development Review Bodies	7
General Approval Procedures	11
Pre-Application Conference	11
Frequently Asked Questions	13
 ZONING	 14
Comprehensive Plan Amendment	15
Zoning Map Amendment (Rezoning)	16
Concept Plan Review (PDD and P-MUD Districts)	17
Conditional Use Permit	18
Variances	19
Written Interpretation	21
Administrative Adjustment	21
Administrative Appeals	22
Frequently Asked Questions	23
 PLATTING	 25
Master Plan Review	28
Development Plat Review	29
Minor and Amending Subdivision Plat Review	30
Preliminary Subdivision Plat Review	31
Final and Replat Subdivision Plat Review	32
Impact Fees	33
Frequently Asked Questions	34
 SITE PLAN	 36
Site Plan Review	37
Development Permit	39
Frequently Asked Questions	40
 DESIGN DISTRICT	 41
Design District Site Plan Review	42
Design District Building and Sign Review	44

TABLE OF CONTENTS

PERMITTING	45
Building Permit	46
Certificate of Occupancy	47
Certificate of Completion	48
Sign Permit	49
Frequently Asked Questions	50
 GERNERAL DEVELOPMENT INFORMATION	 53
Planning & Development Services Contact Information	54
UDO Use Table	56
Submission Deadlines	59
Development & Building Fees	60
Approved Plant List	65
Engineering and Planning Publications	69
Pre-Application Conference Request Form	71
Development Services Transmittal Letter	72
Certificate of Occupancy Site Inspection Checklist	73

Introduction

Mission

This guide is intended to provide an overview of the various phases of land development in College Station. It is not, however, intended to provide every technical detail or requirement of each phase of the process. While many of the details of the development process are not included in the manual, it is the responsibility of the developer to ensure all appropriate ordinances and procedures are followed. If you ever have any questions that are not addressed in this manual, or if you need clarification on something that is, call the Planning & Development Services Department, and they will help you find the answer and guide you through the process.

Purpose

The City of College Station Development Guide is designed to help the Development Coordinator and the Planning & Development Services Department inform interested citizens and potential developers about how the process works. The purpose of this guide is to provide an overview of the entire development review process and to take readers step-by-step through the phases.

Overview

The City of College Station's policies, standards, and regulations regarding land use and development are designed to help ensure the health, safety, and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the City's administrative system developed to assist in the efficient and consistent enforcement of these policies, standards, and regulations.

The development process is made up of separate processes that may be required in order to build and occupy a building. Examples of these processes include zoning, platting, site plan, and permitting.

The number of processes with which you will need to be involved depends on your development plans and the existing circumstances of your property. At the earliest stages of planning your project, you should be aware of which steps you will need to take. You will also need to know where each step is initiated, what information will be required, who will be involved, and what will happen. This manual is an attempt to provide you with answers to these and other pertinent questions.

This guide describes the most recent development processes in College Station. In using this guide, it is helpful to remember that although various processes can be started simultaneously, the process is designed to run in sequence. Collectively, each section of this manual details each phase of the review process that make up the development process, answering critical questions to help ease your way through the system.

The information contained in this guide will be updated regularly. Updated editions will be available both in the Planning & Development Services Department and on our website <www.cstx.gov>. Every effort has been made to ensure the accuracy and completeness of this guide. To prevent any misinformation or problems that may arise from out-of-date information, always contact the appropriate City Staff before beginning any of the review processes described in this manual.

INTRODUCTION

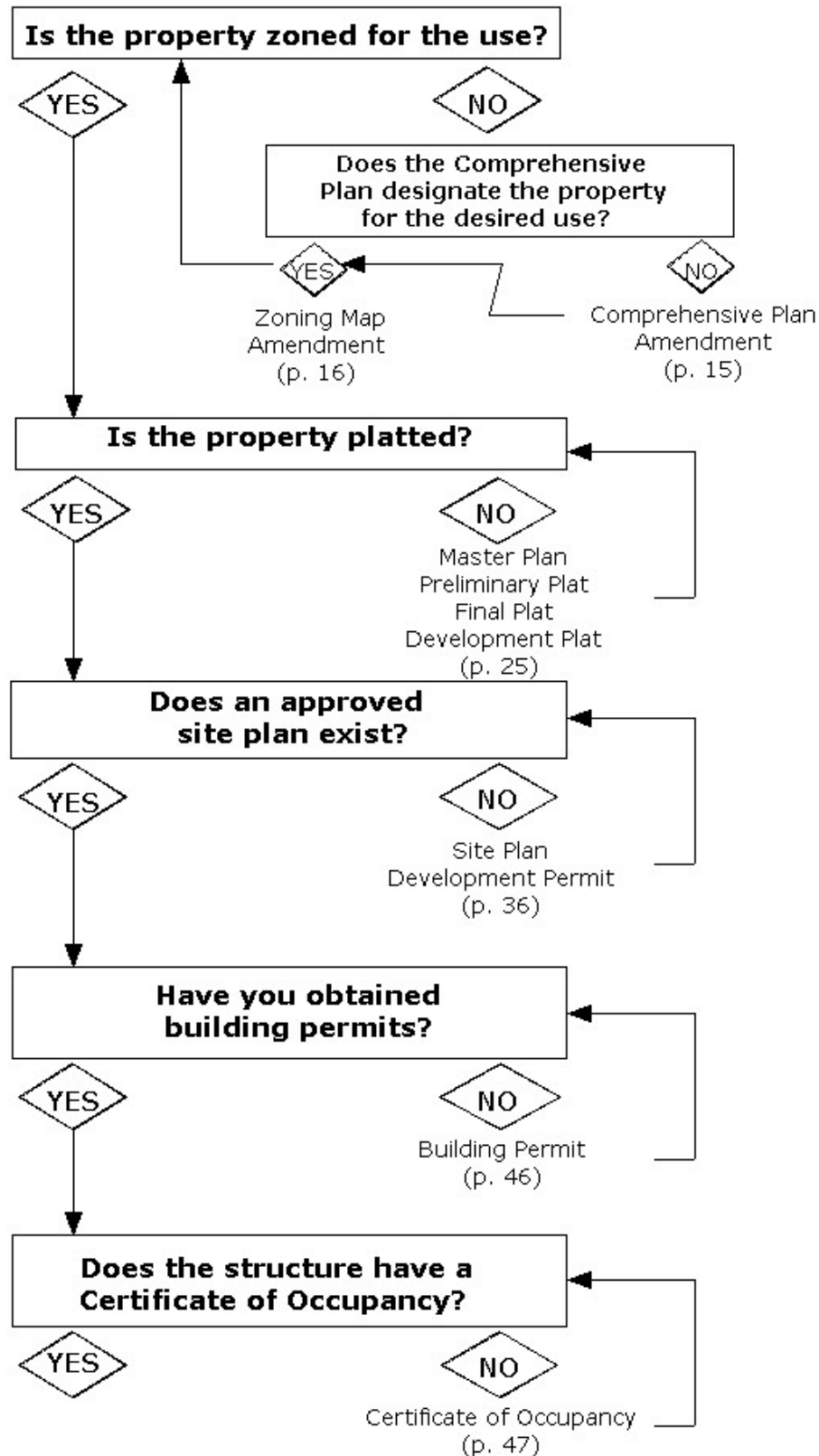
Role of the Development Coordinator

The City of College Station is committed to economic development and to being a helpful and enthusiastic partner in the development process.

To enhance this partnership, the Development Coordinator helps manage the administration of the development process by documenting this process to make it a more understandable system.

The Development Coordinator has two major roles in encouraging development in the City of College Station. The first role is that of coordinator: to assess projects submitted, to identify potential problems, and to open lines of communication throughout the City at the earliest stages of the development process. As a second role, the Development Coordinator is responsible for working through the more complicated issues that may arise.

PROPERTY DEVELOPMENT PROCESS



INTRODUCTION

Development Review Bodies - Summary

PROCEDURE	City Council	P & Z Comm.	Zoning Bd of Adj.	Design Rev. Bd.	Admini-strator	Building Official	Dev. Eng.	Court
CITY COUNCIL								
Oversize Participation	D						R	
Development Agreement	D				RR		R	
Conditional Use permit	D	R			RR			
Zoning Map Amendment	D	R			RR			
Text Amendment	D	R			RR			
Comp. Plan Amendment	D	R			RR			
Impact Fee/CIP Priorities	D	R						
PLANNING & ZONING COMMISSION								
Preliminary Plat		D			RR		R	A
Final Plat		D			RR		R	A
Waiver of Subdivision Standard		D			RR		R	A
Alternative Arch. Material		D			R			
ZONING BOARD OF ADJUSTMENT								
Variance			D		R	RR	RR	A
Administrative Appeal			D		R			A
Zoning Map Interpretation			D		R			A
DESIGN REVIEW BOARD								
Design District Site Plan		A		D	R			
PDD/P-MUD Concept Plan		A		D	R			
Des. Dist. Building/Sign Review		A		D	R			
NG & WPC Parking Appeal		A		D	R			
ADMINISTRATOR								
Interpretation			A		D			
Sign Permit			A		D			
Site Plan		A		A*	D			
Administrative Adjustment			A		D			
Des. Dist. Bldg. Or Sign, Minor			A		D			
Minor or Amending Plat		A			D		R	
PD Concept Plan Minor Amend.		A			D			
Shared Parking Plans		A			D		R	
BUILDING OFFICIAL								
Building Permit						D		
Certificate of Occupancy					R	D		
Certificate of Completion					R	D	R	
DEVELOPMENT ENGINEER								
Development Permit							D	
Driveway Application				A			D	
Alternative Const. Material				A			D	
*Section 3.5.E and 3.6.E Only.								
KEY: D =Final Action/Decision A =Appeal R =Recommend RR =Review/Report								

Development Review Bodies

The following section sets out the many different governing bodies, citizen committees, Staff, and administrative roles involved in the development review process. These bodies provide oversight of development, and help guide growth in the community. The following bodies are involved in a number of development review processes: City Council, Planning & Zoning Commission (P&Z), Zoning Board of Adjustments (ZBA), Parks and Recreation Board, Design Review Board (DRB), and Construction Board of Adjustments and Appeals.

City Council

The City Council consists of six members and the Mayor who are elected at-large for 3-year terms. The members of the City Council generally meet on the second and fourth Thursday of every month. The City Council sets out the strategic goals for the City, which guides policy development and priorities for Staff. The City Council is also responsible for appointing members of citizen committees, and takes final action on a number of development review processes.

Appointments

The City Council has the responsibility of appointing and removing any member of the Planning & Zoning Commission (P&Z), Zoning Board of Adjustment (ZBA), Parks and Recreation Board, Design Review Board (DRB), and Construction Board of Appeals and Adjustments.

Final Action

- Development agreements and oversize participation requests;
- Conditional use permits;
- Zoning map amendments (rezoning);
- Text amendments;
- Comprehensive Plan amendments;
- Impact fee land use decisions; and
- Capital Improvement Plan (CIP) priorities.

Planning & Zoning Commission

The Planning & Zoning Commission is a seven member citizen committee to review and make recommendations to Council about planning and development activity and guidelines. The Planning & Zoning Commission generally meets on the first and third Thursday of every month. All meetings of the Commission where a quorum of four members is present are open to the public.

Comprehensive Plan

The Planning & Zoning Commission makes recommendations for the coordination and implementation of the Comprehensive Plan.

Recommendations to the City Council

- Conditional use permits;
- Zoning map amendments (rezoning);
- Text amendments;
- Comprehensive Plan amendments;
- Impact fee land use decisions; and
- Capital Improvement Plan (CIP) priorities.

Final Action

- Applicable appeals Design Review Board decisions;
- Preliminary and final plats (and in some cases, minor and amending plats);
- Waivers of standards to Subdivision Design and Improvements (Article 8, UDO);
- Appeal of the Administrator's determination that a proposed Master Plan is not in compliance with the City's adopted Comprehensive Plan;

INTRODUCTION

- Appeal of the Administrator's denial of a final, minor, or amending plat;
- Appeal of the Administrator's denial of an alternative parking plan; and
- Appeal of the Administrator's interpretation of the Subdivision Regulations.

Zoning Board of Adjustment

The Zoning Board of Adjustment (ZBA) is made up of five regular members and up to four alternate members to hear and decide appeals for interpretation, special exceptions, and variances. Meetings of the Zoning Board of Adjustment are generally held on the first Tuesday of each month, as needed. All meetings of the Board where a quorum of four members is present are open to the public and no variance or appeal can be granted without a concurring vote of four members.

Variances

- Building setbacks;
- Parking number or dimensions;
- Parking island number or dimensions;
- Signs (excluding sign regulations in the ETJ);
- Maximum building height;
- Lot size or dimension requirements, and
- Applicable drainage variances.

Administrative Appeals

To hear and decide appeals where there is an alleged error made by the Administrator in the enforcement of the UDO.

Official Zoning Map

To interpret the intent of the Official Zoning Map where uncertainty exists because the physical features on the ground vary from those on the Official Zoning Map.

Parks and Recreation Board

The Parks and Recreation Board is made up of seven members appointed by the City Council for two year terms. Meetings are held the second Tuesday of each month. Among the Parks and Recreation Board responsibilities is deciding parkland dedication requirements for residential development. This board decides land dedication or fee in lieu of land that is required during the Final Plat or Site Plan stage of any residential development.

Design Review Board

The Design Review Board consists of seven regular members and two alternate members. The DRB meets the second and fourth Friday of each month, as needed to make decisions about design and aesthetic considerations development in the City's design districts and appeals to non-residential architectural standards.

The Board is chaired by the Chairperson of the Planning & Zoning Commission, and made up of the following six regular members and two alternates appointed by the City Council:

- Registered architect
- Business person
- Landscape architect
- Developer or land owner in a design district
- Person knowledgeable in aesthetic judgment
- Citizen-at-large

Site and Concept Plans

The Design Review Board hears and decides design district site plans and concept plans for Planned Development Districts (PDD) and Planned Mixed-Use Districts (P-MUD).

Non-Residential Architectural Standards

The Design Review Board approves building material substitutions and alternate colors for franchised restaurants, screening provisions, architectural relief elements, and parking lot concepts for all non-residential architectural standards.

Design District Review

The Design Review Board hears and decides building and sign materials and colors in any designated design district such as Wolf Pen Creek and Northgate.

Appeals

- Design district parking;
- Driveways;
- Site plan requirements (UDO, Section 3.5.E); and
- Buffer requirements (UDO, Section 7.6).

Construction Board of Appeals and Adjustment

The Construction Board of Appeals and Adjustment is a five member volunteer citizen board appointed every two years by the City Council. They meet as necessary to hear appeals of decisions and interpretations of the Building Official and Fire Marshal, as well as considering variances for all adopted technical building codes. The members of the Construction Board of Appeals also serve as the Building and Standards Commission, and make recommendations to City Council for adoption of the building codes that govern technical specifications for building structures.

Administrator and Staff

The Administrator is known as the Director of Planning & Development Services. The Staff consists of various employees of the Planning & Development Services Department that are responsible for processing and permitting development applications. Under the supervision of the Administrator, the Staff facilitates the administration of the Unified Development Ordinance and Subdivision Regulations. Where authority has been granted, the Administrator and Staff may make the following decisions:

- Administer and enforce the provisions of the UDO.
- Make written interpretations of the UDO and Subdivision Regulations when requested.
- Review proposed construction, moving, alteration, or use of the land for compliance with the provisions of the UDO prior to issuance of a Building Permit.
- Conduct site inspections to insure site compliance with the provisions of the UDO prior to Certificate of Occupancy, checking for parking, landscaping, buffers, and any other site specifications reflected on the approved site plan.

Final Action

- Sign permits;
- Site plans (Design district site plans must be approved by DRB);
- Administrative adjustments;
- Minor and amending plats;
- Determination of building plot;
- Minor design district projects;
- Alternative parking plans; and
- Minor changes of previously DRB approved materials and colors.

Building Official

The Building Official is charged with the oversight of the Building Services Division of the Planning & Development Services Department. This division is responsible for reviewing building plans for compliance with the City's technical codes as well as UDO, conducting inspections during and after construction to determine compliance with City regulations, and issuing Building Permits, Certificates of Occupancy, and Certificates of Completion.

INTRODUCTION

Development Engineer

The Development Engineer and the engineering staff are responsible for reviewing development for compliance with the City's engineering requirements and flood hazard protection policies. With regard to these responsibilities, the Development Engineer is involved in the following development processes:

- Driveway applications;
- Development permit applications;
- Subdivision Regulations;
- City Drainage Policy and Design Standards/Engineering Standards Manual;
- Areas of Special Flood Hazard;
- Drainage Policy and Design Standards;
- Watercourse alteration notifications;
- Development Agreements;
- Interpret the terms and provisions of Section 7.8 of the UDO, Drainage and Stormwater Management; and
- Alternative materials or standards for site construction.

General Approval Procedures

The provisions of the UDO and the Comprehensive Plan apply to all development that occurs within the corporate limits of the City of College Station and, where applicable, the extraterritorial jurisdiction (ETJ). The ETJ consists of all land that is contiguous to the College Station City limits that is unincorporated and not within another city's ETJ. The ETJ line extends 3.5 miles from the city limits.

Pre-application Conference (PAC)

Prior to the submission of an application, a Pre-application Conference with Staff to discuss procedures, standards, or regulations may be required for the following projects:

- Development permits with areas of special flood hazard;
- Design district site plans;
- Development plats;
- Master Plans;
- Conditional use permits;
- Zoning map amendments (rezonings); and
- Concept plans (PDD and P-MUD zoned properties).

An Administrator may waive a PAC upon consideration of a proposal. Also, a Pre-application Conference is optional for all other applications. Applicants are encouraged to schedule and attend an optional Pre-application Conference with the Development Staff prior to submitting any application in order to ask questions, receive feedback from Staff about a proposal, and understand some of the issues that may arise during the development process, however a PAC is not considered a "permit" or in any way vests a proposal.

Typically, PACs are scheduled on Monday afternoons. In order for Staff to identify issues and prepare material for the PAC, any material the applicant has prepared on the property must be submitted to Staff for preliminary review. This material **must** be submitted by the Monday before the appointment at 10:00 a.m., in order to give Staff sufficient time to review the material with City departments that are involved in the development process.

PACs are typically attended by the Development Coordinator, a Staff Planner, a Development Engineer, and representatives from other departments which will have involvement in the project.

Deadlines

Deadlines are each Monday at 10:00 a.m. Deadlines that fall on a holiday are moved to the next business day at 10:00 a.m. Official submission deadlines for projects that must go before the Planning & Zoning Commission can be found in General Development Information (page 63). An application will not be considered officially submitted until it has been determined to be complete. Applications can be obtained from the Planning & Development Services Department, or on the City's website at <www.cstx.gov>.

Application Completeness

A determination of application completeness will be made by the Planning & Development Services Department within five (5) days of the application deadline. An application shall be considered submitted only after the Administrator, or designee, has determined it is complete – i.e. if it is provided in the required form, includes all mandatory information (including all exhibits), and is accompanied by the applicable fee. If an application is determined to be incomplete, the applicant will receive written notice and an explanation of the deficiencies. No further processing will occur until the deficiencies are corrected. If they are not corrected within 30 days, the application will be null and void and the application fee forfeited. A complete application will continue to be processed.

INTRODUCTION

Facilitation Meetings

Facilitation Meetings are scheduled one week after the submittal deadline in order for the applicant to meet with City Staff. This meeting is optional for the applicant, but it offers an opportunity to go over project comments with any Staff assigned to the project, and ask questions, or clarify issues. The applicant will be notified of the Facilitation Meeting when they receive Staff Review Comments 5-6 days after an application deadline.

Required Public Notice

State law requires public notice for some development activity. The chart to the right illustrates the various activities that must have public notice and the type of notice required. All notices must contain the general location of the land under consideration, the substance of the application, the type of request, current zoning (for rezonings), time, date, and location of the hearing, and contact information for the City. The cost of public notice is included as part of the application fee.

Application Type	Published	Mailed	Agenda Posted
Comprehensive Plan Amendment	X	X	X
Zoning Map Amend. (Rezoning)	X	X	X
UDO Text Amendment	X		X
Conditional Use Permit	X	X	X
Subdivision - Replats*	X*	X*	X
Design District - Site Plan/Bldg.			X
Variances	X	X	X
Appeals – Site Plan & Driveway			X
Waiver – Subdivision Design			X
Waiver – Buffer Requirements			X
Administrative Appeals	X		X
* Only when required per the Local Government Code.			

Required Public Hearings

Application Type	Zoning Board of Adjustment	Planning & Zoning Commission	City Council
Comprehensive Plan Amendment		X	X
Zoning Map Amendment (Rezoning)		X	X
UDO Text Amendment		X	X
Conditional Use Permit		X	X
Subdivision*		X	
Variances	X		
Administrative Appeals	X		

* Only when required per the Local Government Code.

Appeals

An appeal of any final decision must be filed with the appropriate entity within 30 days of the decision by the Administrator or the applicant. If no appeal is filed within 30 days, the decision will be final. Appeals of decisions of the Zoning Board of Adjustments are made to a Court of Law, and must be made within ten days of a decision.

Frequently Asked Questions

1. What should be submitted for a PAC?

The Planning & Development Services Department will schedule a PAC with as much, or as little, information the applicant has available. The minimum may be just an address or approximate location and an idea of a use on the property. Although a PAC is not the time for formal review of a project submission, with more specific information, the planning staff may be able to provide more detailed information. PACs are set up to be informative sessions for the applicant about any problems that may arise with the project, as well as detail about the processes that have to be completed for development to take place.

2. What happens if my application is submitted after the deadline?

Any application submitted after a deadline will be subject to the following deadline. Staff may be able to review an application before that following deadline but only after all the applications for the current deadline have been processed.

3. What happens to my application after it is submitted?

Once a complete application is submitted, it is logged by Staff in order for distribution to the Project Managers. Every week, the cases are distributed for review. For applications that are approved at Staff level, once the first review is completed, Planning & Development Services will contact you about the status of your application. This may include comments that need to be addressed for a second review. After the comments are addressed, the information should be submitted by the applicant to be reviewed again for the next deadline. This cycle may continue until the project satisfactorily meets the City's regulations.

Other processes, like Rezoning and Comprehensive Plan amendments, are scheduled for the Planning & Zoning Commission to take action according to the submission deadlines, after Staff review.

Building Permit applications are reviewed by the Plans Examiners before any permit can be issued.

ZONING

Zoning

Zoning is a function of municipal government, authorized by State Law, which allows local governments to establish distinct districts for the purpose of regulating the use and development of land. The City of College Station adopted its first Zoning Ordinance in 1940. Today, zoning is regulated through the Unified Development Ordinance.

The goal of the Unified Development Ordinance is not to regulate every detail of local development, but rather to ensure compatible land-use patterns by minimizing conflicts between uses and, therefore, protecting property values and enhancing the urban environment. Zoning and its ensuing regulations help the City to carry out its land-use plans in order to ensure that growth and development is predictable.

There are other reasons for zoning regulation. In particular, zoning helps to:

- Encourage the most appropriate use of property;
- Prevent traffic problems by not allowing a concentration of heavy traffic generators to locate in the same area, without having an adequate street system;
- Provide for adequate open and developed space;
- Control population density;
- Make it easier to provide water, sewer, roads, parks, and public buildings;
- Minimize damage in case of natural disasters;
- Control unlawful uses of land and buildings;
- Conserve energy in land and building use; and
- Promote the public health, safety, economy, and general welfare.

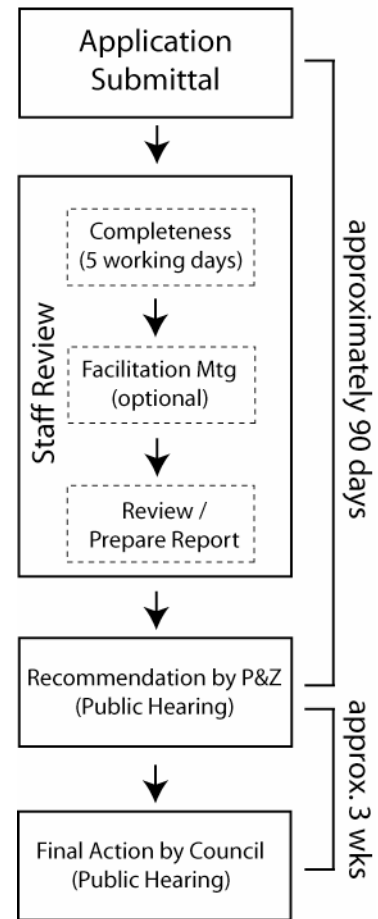
Comprehensive Plan Amendment

The Comprehensive Plan serves to establish a vision for sound, stable, and desirable development within the City. The Land Use Plan and the Thoroughfare Plan are part of the Comprehensive Plan, and serve to guide the general development goals of the City. The Land Use Plan sets out general locations of where development should occur by use, and the Thoroughfare Plan sets out the general location of the future road network.

Applications for amendments to the Comprehensive Plan are reviewed in light of changed or changing conditions in a particular area in the City from the original Plan. An amendment may be initiated by the City Council, the Planning & Zoning Commission, the Administrator, or the property owner.

Once a complete application has been submitted, Staff reviews the request, and provides a report to the Planning & Zoning Commission. After the required public hearing, the Planning & Zoning Commission reviews and takes action on the amendment. If the Commission determines that no amendment is required, the applicant may proceed with the next step in the development process without further action by the City Council.

If the Planning & Zoning Commission determines that an amendment is necessary, the application proceeds to the City Council for action with the accompanying Staff report and Planning & Zoning Commission recommendation. After the required public hearing, the City Council will review and take final action on the proposed amendment.



ZONING

Zoning Map Amendment (Rezoning)

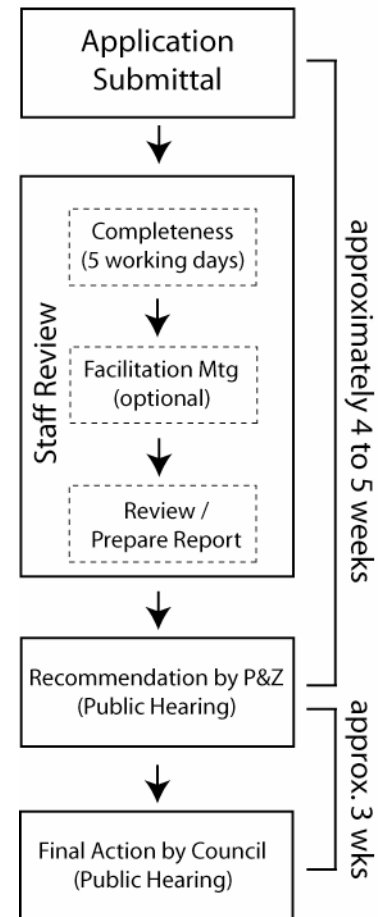
The Official Zoning Map may be amended to rezone an area or extend the boundary of an existing zoning district to accommodate changes in development growth. All amendments must be in accordance with the Comprehensive Plan.

Applicants interested in a rezoning must first attend a Pre-Application Conference. Once a complete application has been submitted, Staff will research and review the amendment request and make a report to the Planning & Zoning Commission. Staff will review a rezoning request and make a recommendation based on the following factors:

- Consistency with the Comprehensive Plan;
- Compatibility with present zoning, conforming uses of nearby property, and with the character of the neighborhood;
- Suitability of the property for uses permitted by the proposed district;
- Suitability of the property for uses permitted by the current district;
- Marketability of the property for uses currently permitted; and
- Availability of infrastructure suitable and adequate for the proposed use.

After the required public hearing, the Planning & Zoning Commission will make a recommendation to City Council on the proposed amendment.

After the required public hearing the City Council will take action on the proposed amendment. Changes to the UDO or rezoning may be protested under Chapter 211 of the Texas Local Government Code. The protest must be written and signed by the owners of at least 20 percent of the area of lots covered by the proposed change, or of the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area. In order to take effect, the proposed change must receive the affirmative vote of at least three-fourths of all members of the City Council.

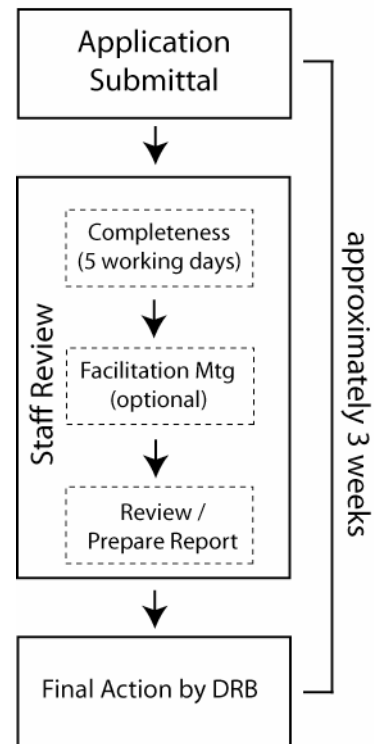


Concept Plan Review (PDD and P-MUD Districts)

A Concept Plan, or a generalized plan identifying the location of a proposed land use, land use intensity, and applicable thoroughfares, is required prior to any development of property zoned Planned Development District (PDD) or Planned Mixed Use District (P-MUD).

Depending on the circumstances of a particular development, there are different approval processes that a Concept Plan must go through. A Pre-Application Conference is required for this process, so staff can better inform the applicant of what is required for Concept Plan Review. Once a complete application has been submitted, Staff will review the Concept Plan and make a recommendation to the Design Review Board. Plans are reviewed for the following criteria:

- The proposal will constitute an environment of sustained stability and will be in harmony with the character of the surrounding area;
- Conformity with the policies, goals, and objectives of the Comprehensive Plan;
- Compatibility with existing or permitted uses on adjacent sites;
- Residential access to a public street directly or via a court, walkway, or public area;
- Adequate public improvements;
- The development will not be detrimental to the public health, safety, welfare, or materially injurious to properties or improvements in the vicinity; and
- The development will not adversely affect the safety and convenience of vehicular, bicycle, or pedestrian circulation in the vicinity.



However, if the proposed area involves any parkland or greenway dedication (required or voluntary) the proposal must be reviewed by the Parks and Recreation Board and the Greenways Program Manager, respectively. Their recommendations are forwarded on to the Design Review Board who will review the recommendations and make a final decision.

An approved Concept Plan will expire within 24 months of the date of approval. A one-time extension of twelve months may be granted by the Administrator upon demonstration of substantial progress and the lack of changed or changing conditions in the area. A current Concept Plan is required to submit Plats or Site Plans for the property.

In the event that any changes must be made to a Concept Plan, the Administrator, or designee, may approve the following amendments to an approved Concept Plan:

- Minor additions to structures;
- Minor new accessory structures;
- Minor additions to parking lots;
- An increase of the total number of dwelling units for residential developments if the maximum allowable density shown on the Land Use Plan is not exceeded;
- Clearing or grading of areas not depicted on the concept plan as a conservation area, greenway, or park; and
- Final determination of the specific modifications such as setbacks, lot size, dimensional standards, etc.

ZONING

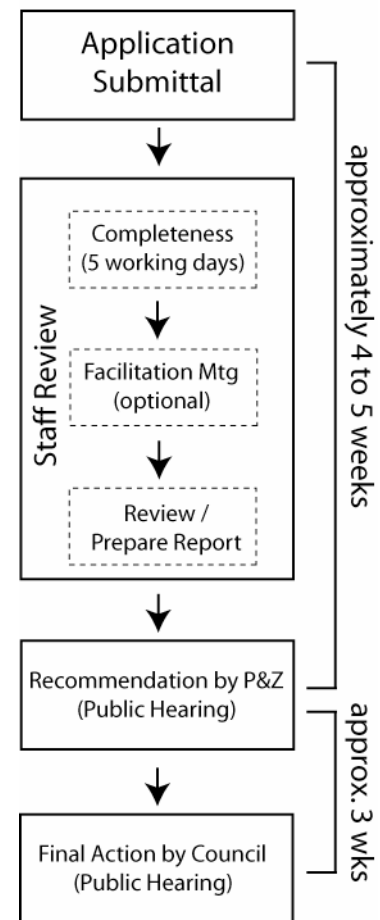
Conditional Use Permit

A conditional use permit is necessary for uses which are generally compatible with uses permitted by right in a zoning district, but require individual review of their location, design, configuration, density and intensity, and may require the imposition of additional conditions in order to ensure the appropriateness and compatibility of the use at a particular location.

This process provides the City Council with discretionary approval of uses with unique or widely varying operating characteristics or unusual site development features. A Pre-Application Conference is also required for this process.

After submission of a complete application, Staff will review the request and make a report to the Planning & Zoning Commission based on the following review criteria:

- Meets the purpose and intent of the UDO, and the use meets all minimum standards for this type of use.
- Consistent with development policies, goals, and objectives in the Comprehensive Plan.
- The proposed use is not detrimental to the health, welfare, or safety of the surrounding neighborhood or its occupants, nor substantially or permanently injurious to neighboring property.
- The proposed site plan and circulation plan must be harmonious with the character of the surrounding area.
- The proposed use does not negatively impact existing uses in the area or in the City through impacts on public infrastructure such as roads, parking facilities, electrical, or water and sewer systems, or on public services such as police and fire protection, and solid waste collection.



After the required Public Hearing, the Planning & Zoning Commission will make a recommendation to the City Council based on the review criteria and Staff's recommendation. The City Council will hold a Public Hearing and with consideration of the recommendation provided by the Planning & Zoning Commission, take action on the conditional use permit application.

The City Council has the authority to impose additional restrictions or conditions to a conditional use permit. These requirements may include increased open space, loading and parking requirements, additional landscaping, and additional improvements such as curbing, utilities, drainage facilities, sidewalks, and screening.

Conditional Uses are granted for a period of 12 months from the date of approval by the City Council. If construction of the project has not begun within this period, the Conditional Use will expire. The Administrator may extend the Conditional Use Permit for up to one additional six-month period upon demonstration of substantial progress and the lack of changed or changing conditions in the area and upon written request from the applicant, which must be received before the date of expiration.

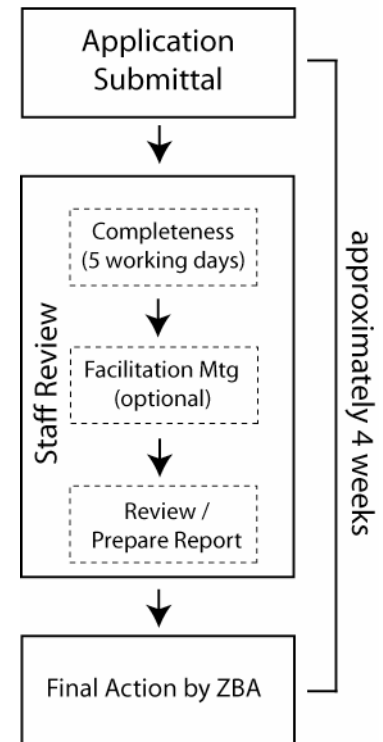
Variances

The Zoning Board of Adjustment is authorized to grant a variance from the terms of the UDO if they find that the strict enforcement of the UDO would create a substantial hardship to the applicant by virtue of unique special conditions not found elsewhere within the City, and that the variance would preserve the spirit and intent of the Ordinance, and serve the general interests of the public and the applicant.

The Zoning Board of Adjustment has the authority to grant variances from the standards in the UDO, except for standards in Article 8, Subdivision Design and Improvements, and requests for relief from a site plan requirement.

After the submission of a complete application, Staff will present the request to the Zoning Board of Adjustment, and the Zoning Board of Adjustment will take action on the request, taking the following into account:

- Nature of the proposed use of the land involved,
- Existing use of land in the vicinity,
- Possibility that a nuisance will be created, and
- Probable effect of such variance upon traffic conditions and upon public health, convenience, and welfare of the vicinity.



In order for a variance to be granted, the ZBA must find the following,:

1. **Extraordinary Conditions**
There are extraordinary or special conditions affecting the land involved such that strict application of the provisions of the UDO will deprive the applicant of the reasonable use of his land.
2. **Enjoyment of a Substantial Property Right**
The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant.
3. **Substantial Detriment**
Granting the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area, or to the City in administering the UDO.
4. **Subdivision**
Granting the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the UDO.
5. **Flood Hazard Protection**
Granting the variance will not have the effect of preventing flood hazard protection.
6. **Other Property**
That these special conditions do not generally apply to other property in the vicinity.
7. **Hardships**
That the hardship is not the result of the applicant's own actions or financial in nature.
8. **Comprehensive Plan**
Granting the variance would not substantially conflict with the Comprehensive Plan and the purposes of the UDO.
9. **Utilization**
That because of these conditions, the application of the UDO to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.

ZONING

Variances may *not* be granted where the effect would be any of the following:

- To allow the establishment of a use not permitted in the applicable zoning district;
- To increase the density of a use, above that permitted by the applicable district;
- To extend physically a nonconforming use of land; or
- To change the zoning district boundaries shown on the Official Zoning Map.

The fact that property may be utilized more profitably should a variance be granted may not be considered grounds for a variance.

Written Interpretation

Although the Unified Development Ordinance was written with every effort to be as clear and concise as possible, there are occasions where an interpretation might be necessary to better understand a regulation or provision. The UDO provides the Administrator with the authority to make those interpretations upon request. These requests may only be made during development review or when a code enforcement requirement is in question, and will be provided in writing.

In order to make an informed interpretation, the Administrator is instructed by the UDO to follow these steps:

- Review and evaluate the request in light of the text of the UDO, the Official Zoning Map, the Comprehensive Plan, and any other relevant information;
- Consult with other Staff, as necessary; and
- Render an opinion in writing.

Appeals of written interpretations must be filed within 30 days by a party affected by the written interpretation to the Zoning Board of Adjustment. However, interpretations of UDO sections pertaining to subdivisions or signs within the City's extraterritorial jurisdiction must be made to the Planning & Zoning Commission. If no appeal is filed within 30 days, the written interpretation is final.

Administrative Adjustment

Administrative adjustments are deviations from development standards where the proposed development would be:

- Compatible with surrounding land uses;
- Harmonious with the public interest; and
- Consistent with the purposes of the UDO.

The Administrator may use this tool to authorize adjustments of up to 10 percent from any numerical zoning standard set forth in Articles 5, 6, or 7 of the UDO. Any adjustment request greater than 10 percent will be treated as a variance handled by the Zoning Board of Adjustment.

In the event that the Administrator finds that the applicant has not met the above criteria, the applicant may request that the application be forwarded to the Zoning Board of Adjustment as a variance request.

Administrative Appeals

Appeals to the Zoning Board of Adjustment may be requested by any person aggrieved by, or any officer or department affected by, specific points found in any of the following final decisions of the Administrator:

- Written interpretations of the text of the UDO; and
- Denial of building permit or site plan based on interpretation of Section 7 of the UDO.

An appeal from any final decision of the Administrator must be filed within 30 days of receipt of the decision. If no appeal is filed within 30 days, the decision is final. The Zoning Board of Adjustment will hear the appeal within 60 days of the appeal application. The Board only considers the specific interpretive language of the Administrator and may reverse or affirm wholly or partly, or may modify the interpretation appealed. In any case, the Board may only present findings regarding specific errors made in the Administrator's interpretation.

In the event of an appeal, the decision of the Administrator will not go into effect until the appeal is heard, unless the Administrator can certify that the stay would cause imminent peril to life or property. If this is the opinion of the Administrator, the decision will go into effect until a restraining order is issued by the Board or by a Court.

Any appeal of the Zoning Board of Adjustment's decision must be made within 10 days of the decision to a Court of Law.

Frequently Asked Questions**1. How do I find out what my property is zoned and what uses are permitted?**

Zoning Fact Sheets are available from the Planning & Development Services Department, or on the City's website <www.cstx.gov>. However, the Planning Division within the Planning & Development Services Department is also a point of contact for any zoning information. Any of the Planners within the division can address your question.

2. What if the zoning on my property does not permit the use I want?

You may request a rezoning to a district which allows your intended use, find other property zoned appropriately, or check to see if your use may be considered as a conditional use in the zoning district.

3. How do I find out if my rezoning is likely to be successful?

You should discuss your request with a Staff Planner who will explain the pertinent information that will be considered by Staff in making a recommendation to the Commission and Council.

4. What does the Staff consider when making a recommendation?

Staff will look at the City's Comprehensive Plan and Development Policies to see if the uses permitted in the requested zoning district are compatible with projected future land uses, existing land uses, and any relevant development policies. Impacts of the range of uses permitted in the requested district on surrounding development and anticipated future development will be examined.

5. How long does the rezoning process take?

A minimum of two months is needed to complete the required public hearings.

6. How does the public hearing process work?

First a public hearing will be held before the Planning & Zoning Commission (P&Z). Staff will make a presentation and recommendation, after which the applicant will be allowed to present their case. Then the public will be allowed to comment. After the public hearing is closed, the Commission will make a recommendation to the City Council.

The City Council will hold the second public hearing. Staff will make a presentation and recommendation, including P&Z recommendations, after which the applicant will be allowed to present their case. The public then will be allowed to comment. The Council will decide the final outcome of the request.

7. How is the public notified of my request involving a public hearing?

The Planning & Development Services Department publishes a legal notice in the Classified Section of the local newspaper, posts the agenda of the meeting at City Hall, mails certified notices to all property owners within 200 feet of the property under consideration, and may place or require to be placed a sign advertising the public hearing on the subject property.

ZONING

8. What if my request does not comply with the adopted Land Use Plan and Comprehensive Plan?

If your request does not comply with the City's adopted Comprehensive Plan, you must apply for a Comprehensive Plan amendment. You should be prepared to explain what conditions have changed such that the Comprehensive Plan is no longer valid in this case. You should be prepared to describe positive and negative impacts of the proposed land use.

9. If the Council denies my request, may I submit another application?

According to the UDO, the same request cannot be reconsidered within 180 days unless this time frame is waived by the Planning & Zoning Commission.

Platting

Platting is a tool used to implement the City's Comprehensive Plan and encourage sound growth within the community. Platting, or the subdivision of land, ultimately becomes a public responsibility because infrastructure must be maintained and public services provided. For this reason, the City regulates platting to ensure compliance with the Thoroughfare Plan, planning policies, and adequate extension of infrastructure. Chapter 212 of the Local Government Code sets forth subdivision enabling legislation for Texas cities.

The City of College Station, therefore, has adopted minimum standards in the Subdivision Regulations with the intent to:

- Encourage the growth of the City in an orderly manner while protecting the public health, safety and welfare;
- Ensure that street, water, and wastewater systems are of a safe design and construction, streets are adequately sized to accommodate the maneuvering of emergency vehicles, and the future property owner is guaranteed a parcel with facilities suited to its intended use;
- Provide adequate public open spaces, utility services, public facilities, and proper arrangement of roads in relation to the City of College Station Comprehensive Plan;
- Provide economy in governmental expenditure and ensure an equitable allocation of public improvement costs between residents and the taxpayers of the City as a whole;
- Ensure that proper land surveys and records of land titles are prepared and recorded; and
- Encourage coordination of land development with orderly physical patterns in accordance with policies adopted by the City Council.

A Plat is required when any of the following occur:

- The division of land (for any purpose) into two or more parcels;
- Development on a parcel not previously legally platted; or
- Development that involves the construction of any public improvements that are to be dedicated to the City.

If a property has not been platted, meaning a final plat has not been approved or designated by the City and filed for record with the County, or if any of the standards have not been complied with in full, the City of College Station will not:

- Issue building, repair, plumbing or electrical permits for any structure on that property;
- Repair, maintain, install or provide any streets or public utilities or services on that property;
- Sell or supply water, electricity or sewer service to that property.

PLATTING

General Platting Procedures

Types of Plats in College Station

Master Plans are required for subdivisions that are to be developed in more than one phase and containing more than 50 acres of land or more than 100 residential lots.

Development Plats are required for property that is exempt from Final Platting.

Minor Plats are required when the subdivision has 4 lots or fewer and does not require easements or extension of public facilities.

Amending Plats are required in order to correct errors or adjust lot lines on a previously approved plat. No new lots may be created by an Amending Plat.

Preliminary Plats are required prior to development of any property that is not exempt from the platting requirements. A Preliminary Plat must comply with the approved Master Plan, if applicable, and must be approved prior to filing for Final Plat approval.

Final Plats are required for the final subdivision of land. Final Plats are the formal maps that are filed with the County for the sale of land.

Replats are required when property is already legally platted and further subdivision is desired.

Filing of Plat and Application

- All required items must be submitted to the Planning & Development Services Department for Staff review. Project filing deadlines are found on page 63. A determination of application completeness is conducted by Staff within five (5) working days. Applicants whose submittal is deemed incomplete are notified and alerted to deficiencies in their application. Submission of supplemental material to complete an application must be made before any further review.
- The date of formal filing for a Plat is the date on which the applicant submits a Plat that meets ***all of the terms and conditions of the UDO and Subdivision Regulations*** or has filed a variance request for sections from which the plat deviates. All plats must also be in compliance with any approved Master Plan submitted for the property and the City's Comprehensive Plan. Any plat application that does not meet these requirements will not be considered formally filed, or scheduled for Planning & Zoning Commission approval, until the plat meets the conditions of the UDO and Subdivision Regulations, or files for a variance.
- Once a plat meets the requirements for a formal filing, the City will schedule the applicable reviews by the Administrator and/or the Planning & Zoning Commission. The Texas Local Government Code provides very specific timeframes for decisions on plats, and as such, requires municipalities to act on a plat within 30 days after formal filing. During these 30 days, the City will act upon a complete, formally filed plat application.
- Approved Final Plats will be recorded with the County only after all infrastructure has been built and approved, or, bonded for by the applicant (p. 34).

Platting in Planned Development Districts (PDD and P-MUD)

If the subject property is zoned as a Planned Development District (PDD) or Planned Mixed-Use District (P-MUD), the Design Review Board may approve a Concept Plan that provides for general changes to the site development standards. The general modifications must be indicated on the approved Concept Plan. The specific standards for the subject property will be set, in compliance with the general modifications made at the time of the Concept Plan, by the Administrator at the time the plat is approved.

Platting in the ETJ

Property located within the extraterritorial jurisdiction of the City must first be approved by the City and then by the Brazos County Commissioners Court. For platting in the ETJ, the City and County work jointly to regulate platting and conduct joint reviews as necessary.

Variance to the Subdivision Regulation Requirements

The Planning & Zoning Commission considers variances to the Subdivision Regulations, prior to or concurrent with the platting process.

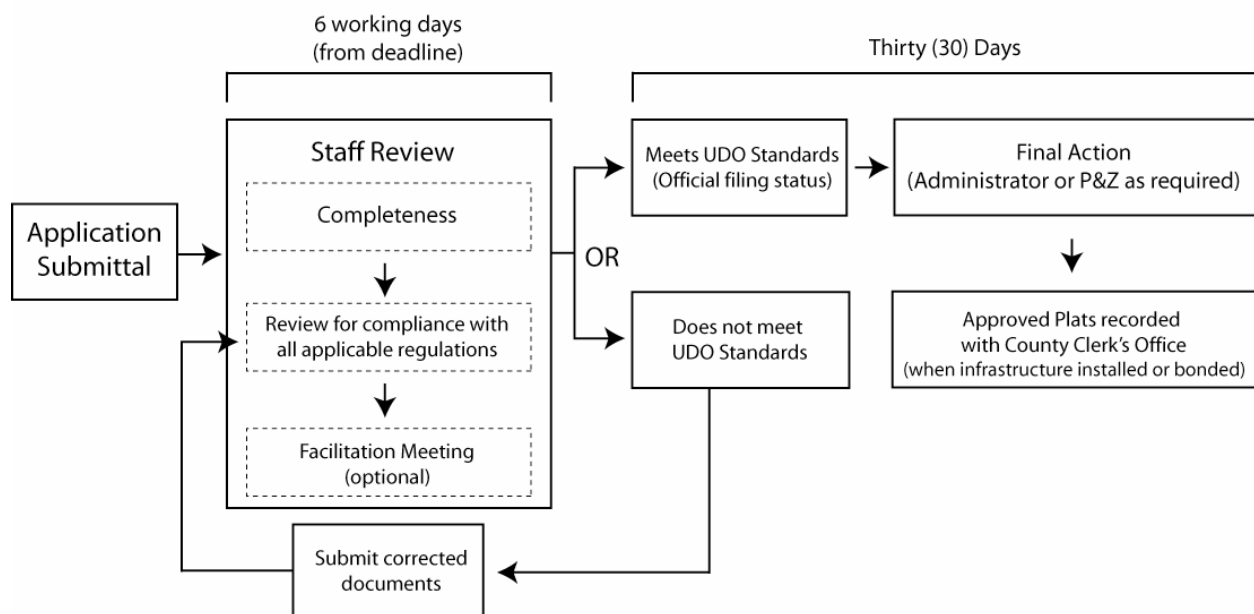
Oversize Participation (OP)

An applicant may request oversize participation on any infrastructure if the City's Comprehensive Plan calls for infrastructure in excess of that required for the proposed development. In order to do so, impact studies covering the particular infrastructure and justifying the request for oversize participation must be submitted to Planning & Development Services. These studies must indicate what size infrastructure is necessary to serve the proposed development as shown on an approved Master Plan or Preliminary Plat. The applicant may request participation for the infrastructure required over and above the necessary infrastructure for that particular development. OP requests are reviewed by the Development Engineer, and the City Council will consider and take action on the request.

Parkland Dedication

In order to ensure the timely development of neighborhood parks within the community, the City of College Station requires the dedication of parkland for residential development. These dedications are reviewed by the Parks and Recreation Board which has the authority to request a land dedication or fee in lieu of land, depending on the recreational needs of the park zone in which the development is to occur. This review must occur before Preliminary and Final Plats can be approved. Provisions for parkland dedication can be found in the Subdivision Regulations.

Overview of Platting Process



*Plats in the ETJ will also have concurrent Brazos County Review

PLATTING

Master Plan Review

A Master Plan that complies with the City's Comprehensive Plan is required for all subdivisions that are to be developed in more than one phase and containing more than 50 acres of land or more than 100 residential lots.

A Master Plan generally includes the proposed land uses, including street rights-of-way, any proposed zoning changes, proposed drainage development, and proposed public improvements, including, but not limited to, parks, schools, and public facilities.

After submission of a Master Plan application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and Subdivision Regulations. Residential applications will also be reviewed by the Parks and Recreation Board for compliance with parkland dedication requirements. After all regulations have been met for the plan and the plan formally filed, the Planning & Zoning Commission must take action on the Plan within 30 days.

After approval by the Planning & Zoning Commission, the subdivided may proceed with the preparation of the Preliminary Plat.

Approved Master Plans are effective for 24 months after approval. A Plan may be extended in 12-month increments by the Planning & Zoning Commission; however, plats with an expired Master Plan require a current Master Plan be approved before approval of the plat can be granted.

Development Plat Review

Development Plats for the City of College Station are regulated by Subchapter B, "Regulation of Property Development," Chapter 212 of the Texas Local Government Code. A Development Plat usually includes existing and proposed structures and improvements, easements, right-of-way, property that is intended to be dedicated to the public including parks, streets, sidewalks, alleys, and infrastructure and utilities.

After submission of a Development Plat application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and Subdivision Regulations. The Parks and Recreation Board will also review the Development Plat for compliance with the parkland dedication requirements. After all regulations have been met for the plat, it will be considered formally filed and acted on by the Planning & Zoning Commission within 30 days.

The Planning & Zoning Commission will approve a Development Plat if it conforms to:

- The City's Comprehensive Plan;
- The City's current and future streets, sidewalks, alleys, parks (land dedication and development fees), playgrounds, and public utility facilities; and
- The extension of City utilities or roads, taking into account access to and extension of sewer and water mains and other public utilities.
- Chapter 212, Sec. 212.045, "Development Plat Required" of the Texas Local Government Code.

PLATTING

Minor Plat & Amending Plat Review

A Minor Plat is required when the subdivision has 4 lots or fewer and does not require easements or the extension of public facilities. An Amending Plat is required in order to fix errors or adjust lot lines on a previously approved plat. No new lots may be created by an Amending Plat.

A Minor or Amending Subdivision Plat will be approved provided that it conforms to all requirements of the UDO and Subdivision Regulations.

After submission of a Minor or Amending Plat application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and Subdivision Regulations. After all regulations have been met for the plat and the plat formally filed, the planning and engineering staff may approve, approve with conditions, or forward the plat to the Planning & Zoning Commission within 15 days. The Planning & Zoning Commission has 30 days after the plat is officially forwarded to take action on the plat. The Planning & Zoning Commission has the authority to approve, approve with conditions, or deny a Minor or Amending Plat.

A report is also made to the Planning & Zoning Commission and City Council of all minor and amending plats approved by Staff.

Preliminary Plat Review

A Preliminary Plat must comply with the approved Master Plan, if applicable, and must be approved prior to filing for Final Plat approval. A Final Plat may be filed without filing a preliminary plat if all the requirements of preliminary and final plat are complied with on the final plat. Any plat that requires a Preliminary Plat is not required to submit a Development Plat.

The Preliminary Plat generally includes the subdivision layout including lots, local streets, utility location and sizes, proposed parks or other public areas, topographic information, location of the 100-year floodplain, and the proposed phasing of the development.

After submission of a complete Preliminary Plat application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and subdivision regulations. The Parks and Recreation Board will also review Preliminary Plats for compliance with the parkland dedication requirements. Once all regulations have been met, the application will be considered formally filed with the City and be forwarded to the Planning & Zoning Commission for final action.

An approved Preliminary Plat is effective for 24 months from the date of approval. Final Plats with an expired Preliminary Plat require a current Preliminary Plat be approved before approval of the Final Plat. The Planning & Zoning Commission may extend the approval of a Preliminary Plat for a one-time additional 12-month period. Each Final Plat of a phase on an approved Preliminary Plat will extend the expiration date of the Preliminary Plat one additional year from the date the Final Plat was approved by the City.

Approval of a Preliminary Plat does not constitute approval of the Final Plat.

PLATTING

Final Plat and Replat Review

An approved Final Plat serves to establish the City and County record of a legal lot or lots. This legal record is required in order to divide land and sell property. Final Plats are the last step in the platting process, and should comply with any previously approved Preliminary Plats or Master Plans that apply to the subject property. However, a Final Plat may be approved without a preliminary plat if all the requirements of preliminary and final plat are met on the final plat.

A Final Plat generally includes the location of lots, streets, public improvements, easements, parks or other public areas, and complete construction documents.

A Replat is used to further subdivide property that is already legally platted.

After a complete Final Plat application has been submitted, the planning and engineering staff will review the plat for compliance with the Preliminary Plat, UDO, and Subdivision Regulations. Once the application is in compliance with the City's regulations, it will be considered formally filed and forwarded to the Planning & Zoning Commission for final action within 30 days. Public hearings are required for Replats.

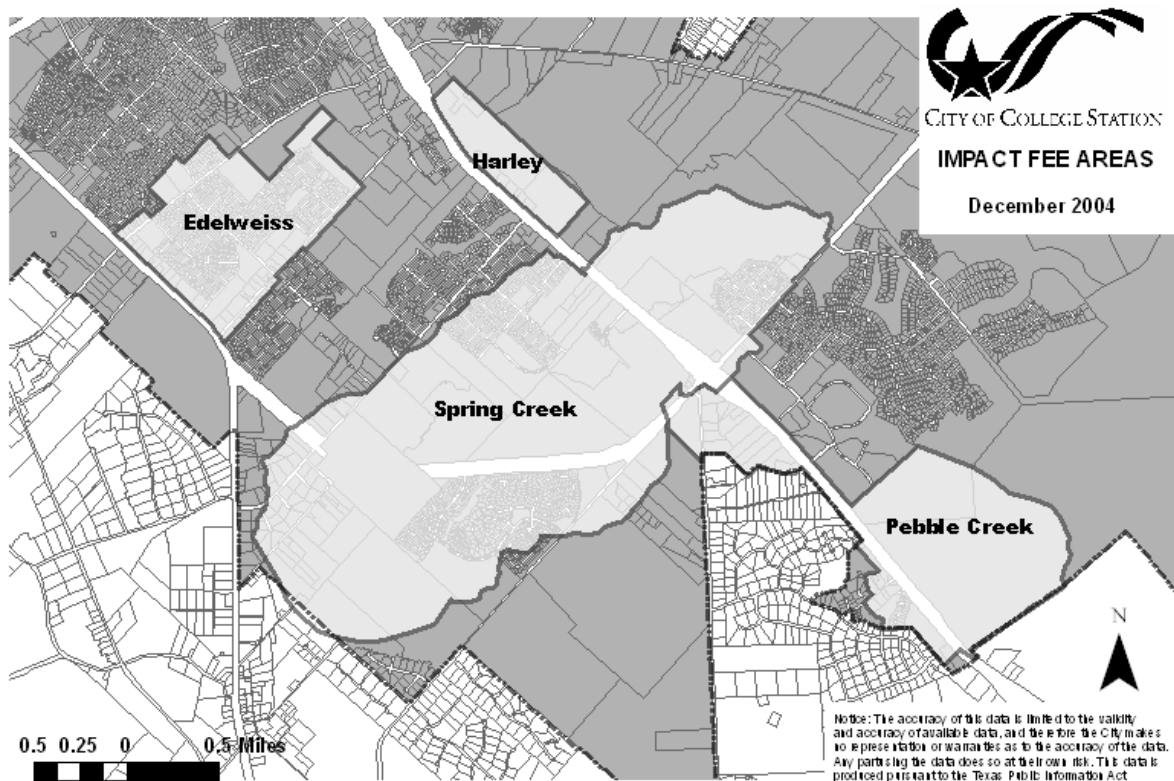
If approved by the Planning & Zoning Commission, the Final Plat is recorded in the Office of the County Clerk when all requirements and conditions have been met (p. 27). The construction documents, when duly signed by the Development Engineer, are authority to proceed with the construction of streets and utilities. Nothing in the procedure authorizes construction on private property.

Impact Fees

An impact fee is a fee for roadway, water or sanitary sewer facilities that is imposed on new development in order to fund or recoup the costs of capital improvements or facilities expansions. It is intended to assure the provision of adequate public facilities to serve new development in the City by requiring each development to pay its pro rata share of the costs of improvements necessitated by and attributable to the new development.

Impact fees do not include the dedication of rights-of-way or easements for the facilities, or the construction of the improvements. They also do not include pro rata charges or acreage charges for sanitary sewer and water lines, or funds deposited in escrow for the construction of roadway improvements. No application for new development can be approved within an impact fee area without assessment of an impact fee, and no permit can be issued unless the applicant has paid the fee. Impact fees for new development are collected prior to or at the time of final plat recordation. If development occurs or is proposed to occur without platting, impact fees are collected at the time the permit for connection to the water or sewer system is issued.

Impact fees are calculated by dividing the total cost of capital improvements in the service area by the total number of service units anticipated within the area. The number of service units is based on the land use assumptions for that service area. Land use assumptions and impact fees capital improvements plans are updated and recalculated at least once every three years.



Frequently Asked Questions

1. How do I know if my property is currently platted?

Visit with the City of College Station Planning & Development Services Staff. They may be able to tell you if and when the property was platted and may be able to show you the actual plat. The City of College Station Mapping Application, available on the City website <www.cstx.gov>, also displays platted property.

2. How do I know if my property needs platting?

The City of College Station Subdivision Regulations require that any division of property that occurred after 1970 must be done on a plat that is filed for record at the county courthouse. In short, if the lot lines have changed since 1970 or will be changing, it MUST be platted. If the property is not required to be final platted, a Development Plat must be completed.

3. How do I get a plat prepared?

You will need to enlist the services of a professional engineer or surveyor registered in the State of Texas to prepare the plat. If your tract of land is sizable, you may also need to engage the services of a planner to assist you in master planning your acreage. You can locate one of these professionals by contacting the Texas Society of Professional Engineers, the Texas Surveyor's Association, or the American Planning Association or by looking in the yellow pages.

4. What is a Master Plan?

A Master Plan shows all property being developed or any property contiguous to that property being developed that is under the same ownership. It is conceptual in nature, showing approximate locations and sizes of thoroughfares, parkland areas, and land uses. It also includes any proposed zoning changes that may be necessary.

5. When do I have to submit a Master Plan?

A Master Plan is required for developments that include more than 50 acres or 100 residential lots, and has more than one phase.

6. What is a Preliminary Plat?

A Preliminary Plat provides more detail than a Master Plan. A Preliminary Plat will provide specific lot and utility layout, as well as phasing. Once a Preliminary Plat is approved by the City, final plats may be submitted directly from this Preliminary Plat.

7. How long is my Preliminary Plat valid?

A Preliminary Plat is effective for only 24 months, but may be extended one time for 12 months upon written request and approval by the Planning and Zoning Commission. A Final Plat can extend a Preliminary Plat for one additional year.

8. What is a Final Plat?

A Final Plat is a document required for the creation of a legal lot of record which depicts lots, streets, public improvements, and easements for the platted property.

9. What is a Minor or Amending Plat?

A Minor Plat is a subdivision involving four or fewer lots fronting on an existing street and that does not require the creation of any new street or the extension of municipal facilities. An Amending Plat is required to correct minor errors, as defined by state law, on a previously approved and filed plat. The approval of a Minor or Amending Plat is through administrative action in certain circumstances without review and approval of the Planning & Zoning Commission.

10. What is a Replat?

Replats apply to previously platted property and are required to alter or create new lots or change lot lines from a recorded plat. State law requires that a public hearing be held for the consideration of a Replat. Replats of single-family or duplex-zoned property also require notification of surrounding property owners.

11. What is a Vacating Plat?

A plat may be vacated (that is, dissolved) at any time before any lot is sold. However, if any of the lots within the subdivision have been sold, all owners of lots within the subdivision must sign the Vacation Plat if the entire plat, or any part of the plat, is to be vacated, including easements.

12. What is a Development Plat?

A Development Plat usually includes existing and proposed structures and improvements, easements, right-of-way, property that is intended to be dedicated to the public including parks, streets, sidewalks, alleys, and infrastructure and utilities.

13. When is a Development Plat required?

A Development Plat is required prior to development for ALL property that is not required to Final Plat.

14. Who approves plats?

Preliminary Plats, Final Plats, Replats and Development Plats are reviewed by Staff and by the Parks and Recreation Board, and forwarded to the Planning & Zoning Commission for final approval. Amending Plats and Minor Plats may be approved by the Administrator.

15. So my plat is underway, what additional plans will I need to submit if there are public improvements involved?

If your subdivision requires public improvements (extension of water lines, sewer lines, streets, sidewalks, or drainage facilities), you must submit a set of construction plans and associated reports. These plans must be submitted for review along with the final plat application. The construction plans will need to be drawn by a registered professional engineer, duly authorized and licensed under the provisions of the Texas Engineering Registration Act.

SITE PLAN

Site Plans

Site Planning is the process through which the City ensures compliance with all codes and ordinances relative to landscaping and buffers, building height and setbacks, construction of parking lots and other elements of the building site. Site Plans are required for all commercial and multi-family residential developments. In each case, the process will include the review and approval of civil construction documents, site plan and landscape plan.

The City of College Station has adopted minimum standards for site plans in the Unified Development Ordinance with the intent to provide for:

- Safe and convenient traffic control, handling, and vehicle queuing;
- Assured pedestrian safety;
- Efficient and economic public utilities;
- Public road or street access;
- Safe and efficient internal access;
- Adequate parking and maneuvering areas;
- Noise and emission control or dispersion;
- Runoff, drainage, and flood control;
- Visual screening of areas offensive to the public or adjacent developments;
- Compliance with the City's adopted Streetscape Plan;
- Clear indication of what constitutes the building plot for signage; and
- Location and density of buildings or dwellings where topography or characteristics of the site compel a lower density than would otherwise be allowed, or require location consistent with accepted engineering practices and principles.

The Fire Marshal's Office must also review site plans with the intent of providing for:

- Compliance with the Fire Code;
- Adequate fire lane access;
- Sprinkler requirements;
- Alarm system requirements;
- Fire hydrant(s) and locations; and
- Fire Department connection locations

A site plan, meeting the requirements of the Unified Development Ordinance, is required when any of the following occur within the City of College Station:

- Development of vacant land
- Any new addition to an existing developed site
- When 25% of the landscape is changed

If a site plan has not met all of the requirements of the Unified Development Ordinance and has not been approved by the Planning & Development Services Department, the City of College Station will not issue a building permit for any structure on that property.

Site Plan Review

Site plans are required for all commercial and multi-family development in the City. Completed Site Plans are reviewed for compliance with the Unified Development Ordinance. If all conditions are met, then the Site Plan will be approved. However, if the subject property is zoned as a Planned Development District (PDD) or Planned Mixed-Use District (P-MUD), the Design Review Board must first approve a Concept Plan. Any modifications to the site development standards must be indicated on the approved Concept Plan.

Deadlines for Site Plan submittal are Monday mornings at 10:00 a.m. All complete submittals received before this deadline will be assigned to a Staff Planner and Development Engineer to be reviewed during that week's review. The Planner is the central point of contact for the site plan review process. Where review or inspection by other offices is required, Staff will schedule the necessary meetings and inspections and ensure that the applicant is kept abreast of the project's status.

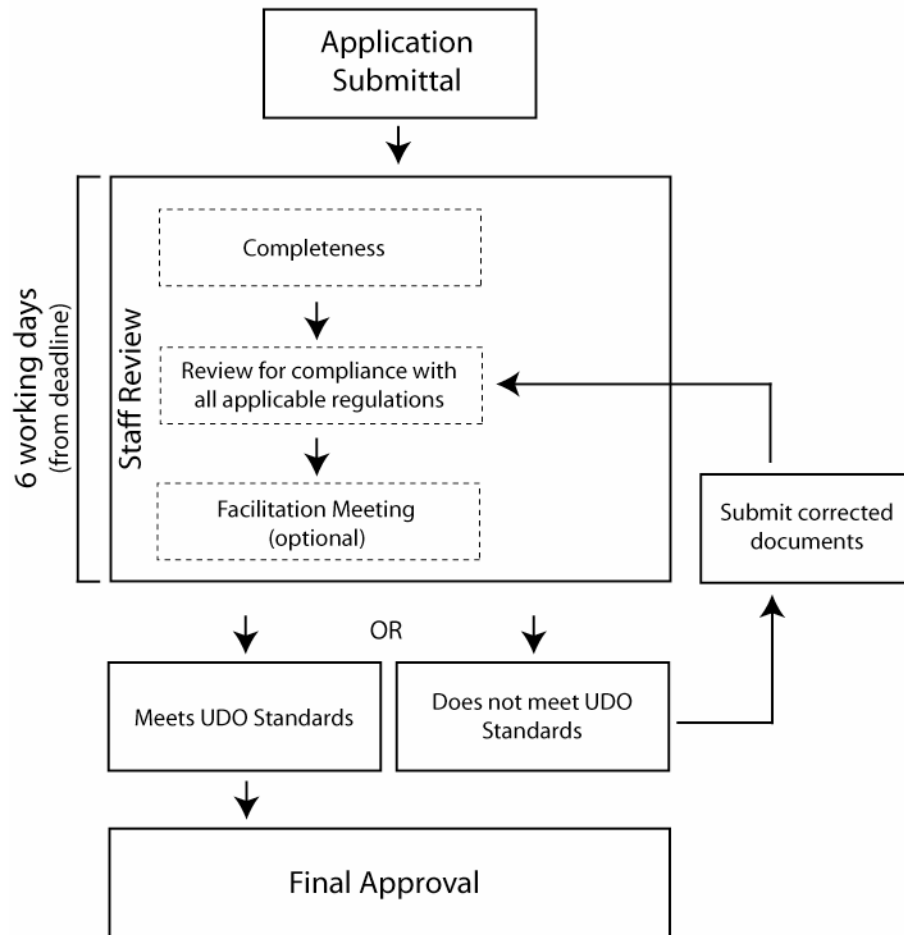
After review of an application, Staff comments will be sent out by 5:00 p.m. the following Monday. Following this, the Development Coordinator will schedule an optional facilitation meeting on Tuesday afternoon with the applicant to review Staff comments. Once comments have been addressed, the plan may be re-submitted by the next deadline for a second review. This process continues until the Site Plan meets all requirements.

Appeals of site plans denied by the Administrator where the denial was based upon the Site Plan Review Criteria must be submitted to the Design Review Board within 30 days of the decision. If no appeal is filed within 30 days, the decision is final.

An approved site plan expires 12 months from the date of approval unless a building permit has been issued and remains valid, or, in a phased development with more than one building, a valid building permit is issued at least every 12 months. A one-time extension of an approved site plan may be granted by the Administrator for 180 days upon demonstration of substantial progress and the lack of changed or changing conditions in the area.

Before issuing any Certificates of Occupancy for a development, all improvements reflected on an approved site plan must be constructed. Accordingly, all terms and conditions of site plan approval must be met at the time of development.

Site Plan Review



Development Permit

A development permit is necessary for any site or infrastructure work required prior to any building construction. A full development permit cannot be issued without an approved site plan. The following uses are exempt from the permitting requirements:

- Customary and incidental grounds maintenance, landscaping, and gardening.
- Drainage-related improvements or modifications by a homeowner on property used as their principal residence where that property lies outside of the designated Area of Special Flood Hazard.
- Uses by a landowner of their property for bona fide agricultural purposes.

Upon submission of a complete application, Development Permit Applications are reviewed by the Development Engineer. Based on the following relevant factors, the Development Engineer may approve, approve with conditions, or disapprove a development permit application:

- The danger to life or property due to flooding or erosion damage;
- The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- The danger that materials may be swept onto other lands to the injury of others;
- The compatibility of the proposed use with existing and anticipated development;
- The maintenance and operational costs of providing governmental services during and after flood conditions, including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical, and water systems;
- The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters, and the effects of wave action, if applicable, expected at the site;
- The necessity to the facility of a waterfront location, where applicable;
- The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
- The barricading of existing trees to remain on the property and count as protected trees under Section 7.5 of the UDO, Landscaping and Tree Protection; and
- Compliance with the UDO.

Written notification of the status of the application will be made to the applicant within ten working days of submission of a complete application. However, notifications for applications for development within designated special drainage areas may be made in sixty (60) days.

Expiration of Approval

A development permit within an area of special flood hazard issued by the Development Engineer will become invalid in 12 months unless the work authorized is completed. The Development Engineer may authorize an extension of a development permit upon demonstration of substantial progress and the lack of changed or changing conditions in the area.

FREQUENTLY ASKED QUESTIONS

1. For what projects must I submit a site plan application and completed checklist?

Any commercial or multi-family development must have an approved site plan before any building permits may be issued.

2. How will I know if my site plan has been approved?

Any comments about the site plan will be sent via fax or e-mail to the people named on the application. When the site plan is ready to be stamped approved, we will ask for the appropriate number of copies to be submitted for stamping.

3. How long does it take to get a site plan approved?

Deadlines for submittal are Monday mornings at 10:00 a.m. All submittals received before this deadline will be assigned to a Staff planner and development engineer to be reviewed during that week's review. You should receive comments on the site plan by 5:00 p.m. the following Monday. Once you have addressed all comments you may re-submit by the next deadline for a second review. This process continues until all of Staff's comments have been met.

4. What if my site plan does not comply with all of the regulations in the Unified Development Ordinance?

All site plans must comply with the regulations contained in the UDO. If the site is unable to comply because of a special condition relating to the land, a variance to the requirement may be requested. The Zoning Board of Adjustments decides the question of variance to an ordinance requirement.

5. Once my site plan is approved, what do I do next?

Once you have an approved site plan, you may apply for building permits.

6. Does my approved site plan ever expire?

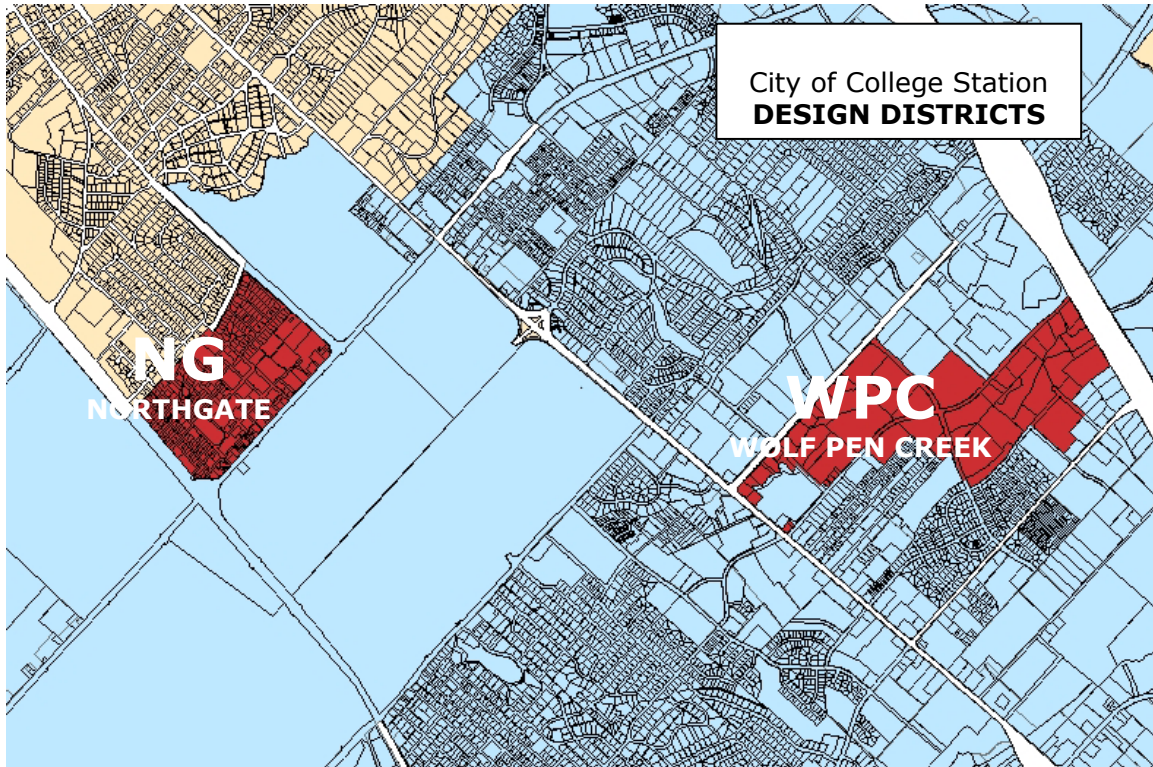
Yes. An approved site plan expires in 12 months if a building permit has not been obtained.

7. What if I want to clear my property before my plans are approved by City Staff?

You may do this provided you have applied for and received a Development Permit that allows you to do earthwork.

Design Districts

The Design Districts in College Station include Northgate (NG) and Wolf Pen Creek Corridor (WPC). There are additional requirements above and beyond the standard site plan and sign submittal requirements in these districts.



DESIGN DISTRICT

Design District Site Plan Review

Prior to any development in any Northgate district (NG-1, NG-2, NG-3) or the Wolf Pen Creek district (WPC) a site plan must be approved by the Design Review Board in a public meeting. These site plans are reviewed for the following criteria in compliance with the UDO:

General Site Plan Review Criteria

- Safe and convenient traffic control, handling, and vehicle queuing;
- Assured pedestrian safety which may include the provision of sidewalks along the perimeter of the property;
- Efficient and economic public utility and sanitation access;
- Public road or street access;
- Satisfactory internal access including public, private, and emergency;
- Adequate parking and maneuvering areas;
- Noise and emission control or dispersion that complies with Chapter 7, Health and Sanitation, of the City's Code of Ordinances;
- Visual screening of trash receptacles or other areas offensive to the public or existing adjacent development;
- Runoff, drainage, and flood control;
- Visual screening from the right-of-way of parking lots;
- Compliance with standards, guidelines, and policies of the City's adopted Streetscape Plan; and
- Determination and clear indication of what constitutes the building plot for purposes of the UDO.

Additional Review Criteria for WPC Districts

- Exterior space utilization;
- Material selection;
- Compatibility with existing development in the design district;
- Vehicular, pedestrian, and bicycle circulation;
- Building location and orientation; and
- Specific standards listed in Sections 5.6.A of the UDO, Wolf Pen Creek Corridor.

Additional Review Criteria for Northgate Districts

- Vehicular, pedestrian, and bicycle circulation; and
- Specific standards listed in Section 5.6.B of the UDO, Northgate Districts.

In reviewing a project, the Design Review Board may require traffic and parking impact studies, a review of existing occupancy, and other reasonable data to determine the impact of the project.

All improvements reflected on approved site plans must be constructed at the time of development and all rehabilitation, façade work, and other construction must be conducted in compliance with approved elevations, colors, and materials.

Minor additions to a site including storage buildings, fencing, change of solid waste disposal, painting, landscaping, porches, awnings, non-load bearing canopies, and the like will be reviewed by the Administrator. If the proposed site plan is determined to be consistent with the requirements of the UDO, the City's Comprehensive Plan, the Northgate Revitalization Plan or the Wolf Pen Creek Master Plan, and the review criteria, the Administrator may approve the design district site plan.

An approved design district site plan will expire 12 months from the date of approval unless one of the following has occurred:

- Work that does not require a building permit (such as a parking lot) has commenced.
- A building permit has been issued and remains valid.
- In a phased development where more than one building is to be built, the applicant may submit a series of building permit applications. The first application must be submitted within 12 months from the date the site plan is approved. Each subsequent application must be submitted within 12 months from the date of issuance of a certificate of occupancy for the previous building. The lapse of more than 12 months will cause the expiration of site plan approval. A final, one-time extension of 180 days may be granted by the Administrator upon demonstration of substantial progress and the lack of changed or changing conditions in the area.

DESIGN DISTRICT

Design District Building and Sign Review

In the Northgate and Wolf Pen Creek Corridor design districts, all substantial maintenance (including rehabilitation, façade work, and, change of exterior materials or other construction, including the replacement or alteration of signs) is subject to the design district building and sign review process.

Minor maintenance or alterations such as storage buildings, porches, awnings, non-load bearing canopies, and the like will be reviewed by the Administrator.

The Design Review Board will conduct design district review in a public meeting.

An approved design district building or sign plan will expire 12 months from the date of approval unless one of the following has occurred:

- A building permit has been issued and remains valid.
- In a phased development where more than one building is to be built, the applicant may submit a series of building permit applications. The first application must be submitted within 12 months from the date the site plan is approved. Each subsequent application must be submitted within 12 months from the date of issuance of a certificate of occupancy for the previous building. The lapse of more than 12 months will cause the expiration of site plan approval. A final, one-time extension of 180 days may be granted by the Administrator upon demonstration of substantial progress and the lack of changed or changing conditions in the area.

Building Permitting

Permits provide a means for the City to reduce the potential hazards of unsafe construction and therefore ensuring the public health, safety and welfare. Building permitting is the process through which the City ensures compliance with all codes and ordinances relative to the construction of buildings and building sites. The City of College Station requires contractors to register prior to obtaining a building permit. A homeowner may obtain a building permit to perform work on a building that is owned and occupied by him as his homestead without registering with the City as a contractor. However, licensed contractors must obtain all electrical, plumbing, and mechanical permits.

Generally, building permits will fall into one of two categories - residential or commercial. In each case, the process will include the review and approval of construction and site plans, payment of permit fees, issuance of a building permit, scheduled inspections of the work in progress and approval at its completion.

Once a building permit is issued, construction work must begin within 180 days of the issuance of a building permit or the permit becomes invalid. Once construction begins, at least one (1) inspection must occur for each 180 days of construction or the work will be considered abandoned and require the issuance of a new permit.

After construction on a building has been completed with satisfactory inspections, a Certificate of Occupancy is needed in order to occupy and use the structure. This document certifies that the structure has been built in compliance with all ordinances and regulations.

The City's Building Inspection Office is the main contact throughout the process and will coordinate plan review and inspection services for the development.

PERMITTING

Building Permits

Building permits provide permission by the Building Official to erect, demolish, move, add to, structurally alter a building, or change the occupancy of a building or structure. It certifies that Building and Inspections has found the proposed building to be in compliance with the Building Code and the provisions of the Unified Development Ordinance. All buildings must be in compliance with the Unified Development Ordinance and all adopted building codes, unless otherwise directed by the Zoning Board of Adjustment or the Construction Board of Appeals.

After the submission of a complete application, the Building Official makes a determination of whether the intended uses, buildings, or structures comply with all applicable regulations, standards, and building code. The Building Official will not issue a building permit unless the plans, specifications, and intended use of such building or structures conform to the UDO and the building code.

Certificate of Occupancy

A Certificate of Occupancy (C.O.) ensures that a structure complies with all ordinances and codes for the City of College Station, thereby assuring the applicant that the structure is ready for occupancy. This document, obtained through the City's Building Inspection Office, is required for both new residential and commercial buildings, as well as some tenant changes in commercial buildings.

The Certificate of Occupancy should not be confused with a building permit, which only allows initial construction to take place. A C.O. is a document that is required prior to the occupation of the structure.

A certificate of occupancy is required for any of the following:

- Occupancy and use of a building hereafter erected or enlarged;
- Change in use of an existing building to a different Use Category; or
- Any change in a nonconforming use or structure.

It is unlawful to occupy any building that does not have a valid certificate of occupancy or temporary certificate of occupancy.

Upon request of the final building inspection, the Building Official will make a determination for a certificate of occupancy for the use or structure. If the Building Official determines that the use or structure complies with all applicable provisions of the building code and the UDO, a certificate of occupancy will be issued.

Residential C.O.'s can be issued after all of the necessary building inspections have been satisfactorily completed. Commercial C.O.'s will also involve inspections by the Fire Marshal's Office to ensure that the structure is in compliance with all fire codes. In certain instances, given the scale or complexity of the project, other offices may be involved in the process.

Temporary Certificate of Occupancy

Pending the issuance of a permanent Certificate of Occupancy, a temporary Certificate of Occupancy may be issued. The temporary Certificate of Occupancy will be valid for a period established by the Building Official, pending completion of an addition or during partial occupancy of a structure.

PERMITTING

Certificate of Completion

A Certificate of Completion is a permit that ensures that a structure has been built in compliance with all applicable building and zoning regulations. Certificates of Completion are issued for any building activity that might not have an associate use, or for construction which does not involve a structure (such as a pool, signs, or parking lot)s.

A certificate of completion is required for any of the following:

- Use of a parking lot constructed or enlarged and not in conjunction with a building or structure;
- Site changes including but not limited to landscaping, parking lots, façade changes in a design district, or a change to an existing site that is not done in conjunction with a building or structure that requires a building permit; or
- Site improvements associated with a telecommunications tower.

It is unlawful to occupy or utilize any structure that does not have a valid Certificate of Completion or temporary certificate of completion.

Upon request of final inspection, the Building Official may determine if the work complies with all applicable provisions of the Building Code and the UDO, if so, a Certificate of Completion will be issued.

Temporary Certificate of Completion

Pending the issuance of a permanent Certificate of Completion, a temporary Certificate of Completion may be issued. The temporary Certificate of Completion is valid for a period established by the Building Official, pending completion of an addition, or during partial occupancy of a structure.

Sign Permits

The City of College Station requires a sign permit in order to install, erect, move, add to, or alter a sign. All signs must be in conformance with the UDO unless otherwise instructed by the Zoning Board of Adjustments.

A permit is required for the following:

- Apartment/condominium/manufactured home park identification signs;
- Attached signs;
- Development signs;
- Freestanding signs;
- Low profile signs;
- Roof signs; and
- Subdivision and area identification signs.

No permit is required for the following signs:

- Real estate, finance, and construction signs;
- Directional traffic control signs;
- Home occupation signs; and
- Noncommercial signs.

It is the responsibility of the owner or the leasing agent to assign the available freestanding sign square footage to individual building tenants.

Commercial banners are no longer permitted in the City. Exceptions are made for grand openings and special events, which allow for a 14-day permit to display commercial banners.

Maintenance and Repair

Sign permits are not necessary for routine cleaning, painting, repainting, and other normal repair of a sign, unless a structural or size change is made. Maintenance may also include replacing the sign face. Repainting or replacement of materials in a design district must receive approval of either the Administrator or the Design Review Board.

PERMITTING

Frequently Asked Questions Commercial Development

1. When do I need a commercial building permit?

A commercial building permit is required for new construction (including additions and alterations). A commercial permit is also required for demolition work. The exceptions include single-family detached structures, duplexes, and townhomes; those types of structures require a residential building permit.

2. What are the preliminary requirements for pursuing a commercial building permit?

Check to ensure that you comply with all zoning and platting requirements, then submit the site plan and required documents for review by the appropriate Staff.

3. What do I have to submit to the Building Department to obtain a plan review?

Submit three (3) comprehensive sets of plans and one (1) set of specifications, if provided, to the Planning & Development Services Department along with a completed building permit application.

4. When can I start construction?

Construction can be started any time after the building permit and development permit have been issued. A building permit expires if work has not started within 180 days from the date the permit was issued.

5. Can I obtain a foundation permit if complete plans for my project are not ready for submission?

Yes, the building code allows for phased approval of a project. A foundation only permit may be issued by the Building Official under certain circumstances. However, the holder of such permit is proceeding at the holder's risk without assurance that a permit for the entire structure will be granted at a later date.

6. How many building inspections of my construction will be performed? When will the inspections be made?

The total number of inspections for a commercial project varies based on the scope and complexity of the job. Building Inspection personnel will perform inspections within 1 working day from the time the request is called in by the contractor. Construction inspections are typically performed in the following order:

- | | |
|--------------------------------|------------------------|
| (1) Plumbing/Sewer Rough | (7) Energy/Insulation |
| (2) Building Foundation (Slab) | (8) Plumbing Final* |
| (3) Electrical Rough* | (9) Electrical Final* |
| (4) Plumbing Top Out* | (10) Mechanical Final* |
| (5) Mechanical Rough* | (11) Building Final |
| (6) Building Frame | |

*Note: The inspections with an asterisk can be performed in any order. However, the electrical rough, mechanical rough, and plumbing top out must be completed prior to the building framing and the electrical final, mechanical final, and plumbing final must be completed prior to the building final.

7. If I am not at the site at the time the inspection is made, how will I know if the work has been approved?

Inspectors leave different colored tags on site to indicate the status of the inspection. If an inspection is made and the work is approved, the inspector will leave green tag on site. However, if an inspection is made and the work is rejected, a red tag will be left on the site. If you receive a red tag, contact the Planning & Development Services Department for information regarding any corrective action that is required. After the work has been corrected, contact the Planning & Development Services Department for a second inspection. There is a re-inspection fee for all re-inspections.

8. When may I use and occupy my building?

The structure may be occupied only after all inspections and approvals have been obtained and you have received a Certificate of Occupancy.

9. How do I get my Certificate of Occupancy?

You can get your Certificate of Occupancy from the Planning & Development Services Department after all required inspections have been completed and approved. There is no application or fee required for a Certificate of Occupancy. Commercial Certificates of Occupancy are triggered after a building final has been completed and will be issued after the following departments have inspected the site: Fire Marshall, Planning and Development Services, Development Engineering, Utilities (water/wastewater and electrical), and Public Works (sanitation). These inspections generally occur 1 to 4 days after the appropriate City departments are notified, depending on the size and scope of the project. A checklist of site-related issues that are inspected for a Certificate of Occupancy can be found on page 73.

10. Do I need special permission to stock, fixture or train employees prior to obtaining a Certificate of Occupancy?

Yes, however, all fire safety systems must be installed and approved before permission will be granted to stock, fixture, or train employees. Please contact the Building Division to obtain a permission form prior to stocking, fixturing or training employees.

11. Is it possible to obtain a temporary or conditional Certificate of Occupancy?

Yes, in certain cases the Building Official can issue a temporary or conditional Certificate of Occupancy before the completion of all the work covered by the building permit provided the building or structure can be safely occupied. Temporary or conditional Certificates are intended for special circumstances and are not routinely issued.

Residential Development

1. Under what conditions would I apply for a residential building permit?

A residential permit is required for the construction, alteration, addition to, or demolition of any single-family home (detached), duplex, or townhome. All others, including multi-family residential projects, require a commercial permit.

PERMITTING

2. What type of plans will I need to submit for a residential building permit?

One (1) complete set of plans that includes:

- Dimensioned site plan drawn to scale showing all buildings on the lot, driveway, property line boundaries, required setbacks, and all existing easements.
- Landscape Plan with planting legend (for duplex permits only)
- Foundation Plan
- Floor Plan
- Elevations
- Structural Details
- Electrical Plan
- Plumbing Plan

3. When can I begin construction?

You can begin construction once your plans have been approved and the building permit has been issued. The permit expires if construction is not started within 180 days of the date the permit is issued.

4. What inspections will be required?

Typically, the construction of a residential unit (as opposed to a remodeling or addition) requires a total of eleven (11) inspections that must be performed in the following order:

- | | |
|--------------------------|----------------------------------|
| (1) Plumbing/Sewer Rough | (7) Energy/Insulation/Good Cents |
| (2) Building Foundation | (8) Plumbing Final* |
| (3) Electrical Rough* | (9) Electrical Final* |
| (4) Plumbing Top Out* | (10) Mechanical Final* |
| (5) Mechanical Rough* | (11) Building Final |
| (6) Building Frame | |

*Note: The inspections with an asterisk can be performed in any order. However, the electrical rough, mechanical rough, and plumbing top out must be completed prior to the building framing and the electrical final, mechanical final, and plumbing final must be completed prior to the building final.

The appropriate contractor will need to contact the Planning & Development Services Department to request each inspection and receive approval prior to proceeding to the next stage. Inspectors leave different colored tags on site to indicate the status of the inspection. If an inspection is made and the work is approved, the inspector will leave a green tag on site. However, if an inspection is made and the work is rejected, a red tag will be left on site. If you receive a red tag, contact the Planning & Development Services Department for information regarding any corrective action that is required. After the work has been corrected, contact the Planning & Development Services Department for a second inspection. There is a re-inspection fee for all re-inspections.

5. When can a dwelling unit be occupied?

After all final inspections have been performed and approval has been obtained, the Planning & Development Services Department will issue a Certificate of Occupancy (CO). After a CO is issued, the unit is ready for occupancy. There is no application required for a CO.

GENERAL DEVELOPMENT INFORMATION

Development Review Contact Information

Planning & Development Services Department

Website www.cstx.gov
Telephone Number 979.764.3570

Director of Planning & Development Services **Joseph Dunn, AICP**
jdunn@cstx.gov

Assistant Director **Lance Simms**
lsimms@cstx.gov

Building Inspection Division

Building Official **Lance Simms**
lsimms@cstx.gov

Commercial Plans Examiner
1 & 2 Family Plans Examiner
Inspectors
Chris Haver
Terry Boriskie
Oscar Chavarria
John Maldonado
David Pullen
David Stone

Planning Division

Development Coordinator **Bridgette George**
bgeorge@cstx.gov

Planners
Lindsay Boyer
Trey Fletcher, AICP
Ken Fogle, P.E.
Molly Hitchcock, AICP
Jennifer Prochazka, AICP
Jennifer Reeves
Planning Interns
Crissy Hartl
Mapping
Nanette Manhart
Sven Griffin
Neighborhood Services Planner
Kate Elrod
Neighborhood Services Intern
Arya Chavan
Heritage Volunteer Coordinator
Anne Boykin
Customer Service
Lori Howe
Gina Southerland
Susan Stanley
Mandi Alford
Deborah Grace
Lisa Lindgren
Departmental Support Staff
Jessica Kramer

GENERAL DEVELOPMENT INFORMATION

Development Engineering (Public Works Department)

Assistant City Engineer

Alan Gibbs, P.E.
agibbs@cstx.gov

Floodplain Management and Development Review

Carol Cotter, E.I.T.

Drainage Inspector

Josh Norton, E.I.T.

Donnie Willis

GENERAL DEVELOPMENT INFORMATION

City of College Station

Parks & Recreation Board

Director of Parks & Recreation

Steve Beachy
sbeachy@cstx.gov
979.764.3486

Assistant Director of Parks & Recreation

Eric Ploeger
rploeger@cstx.gov
979.764.3486

Economic Development

Director of Economic Development

Kim Foutz
kfoutz@cstx.gov
979.764.3510

Assistant Director of Economic Development

Charles Wood
cwood@cstx.gov
979.764.3510

Electrical

Electrical Planner & Projects Coordinator

Samuel Weido
sweido@cstx.gov
979.764.3660
979.764.3452 (fax)

Operations Coordinator

Tony Michalsky
tmichals@cstx.gov
979.764.3660
979.764.3452 (fax)

Energy Conservation
Energy Coordinator

Jane G. Sayers
jsayers@cstx.gov
979.764.3724
979.764.3452 (fax)

Energy Auditor

Brian Henry
bhenry@cstx.gov
979.764.6274
979.764.3452 (fax)

Fire Marshal

Fire Marshal

Eric Hurt
ehurt@cstx.gov
979.764.3705
979.764.3403 (fax)

GENERAL DEVELOPMENT INFORMATION

Solid Waste

Sanitation Superintendent

Wally Urrutia
wurrutia@cstx.gov
979.764.3841
979.764.3489 (fax)

Utility Contacts

Verizon (Telephone)

John Arnold
john.arnold@verizon.com
979.821.4616
979.821.4836 (fax)

ATMOS Energy Corporation (Natural Gas)

Kimberly Winn
kwinn1@tuelectric.com
979.774.2506
979.774.2503 (fax)

Cox Communications (Cable)

Charles White
979.595.2429
979.268.0138 (fax)

BTU

Randy Trimble
rtrimble@btutilities.com
979.821.5700

College Station Utilities - Customer Service

979.764.3535
979.764.3791 (fax)

Transportation Contacts

Texas Department of Transportation
Bryan Area Office

Karl Nelson
knelson@dot.state.tx.us
979.778.6233

Jay Page
JPage@dot.state.tx.us

Brazos County Contacts

Brazos County Roads and Bridges

Gary Arnold
garnold@co.brazos.tx.us
979.822.2127

GENERAL DEVELOPMENT INFORMATION

USE TABLE	Residential Districts											Non-Residential Districts											
Specific Uses	A-O	A-OR	R-1	R-1B	R-2**	R-3**	R-4**	R-6**	R-7**	P-MUD**	A-P	C-1	C-2	C-3**	R & D**	M-1	M-2	C-U	WPC**	NG-1**	NG-2**	NG-3**	
KEY: P = Permitted by Right ; P* = Permitted Subject to Specific Use Standards; C = Conditional Use																							
RESIDENTIAL																							
Boarding & Rooming House							P	P		P												P	
Extended Care Facility / Convalescent/Nursing Home							P	P		P		P	P						P				
Dormitory							P	P		P										P	P	P	
Duplex					P		P	P		P													
Fraternity/Sorority							P	P												P	P	P	
Manufactured Home	P*	P*							P*														
Multi-Family							P	P		P									C ¹	P	P	P	
Multi-Family built prior to January 2002							P	P											P	P	P	P	
Single-Family Detached	P	P	P	P	P	P				P													
Townhouse						P	P	P		P												P	
PUBLIC, CIVIC AND INSTITUTIONAL																							
Educational Facility, College & University																		P					
Educational Facility, Indoor Instruction										P	P	P	P	P					P	P	P	P	
Educational Facility, Outdoor Instruction	P	C								P		P	P										
Educational Facility, Primary & Secondary			P	P	P	P	P	P		P	P	P	P	P									
Educational Facility, Tutoring										P	P	P	P						P	P	P	P	
Educational Facility, Vocational/Trade										P	P	P	P			P	P						
Governmental Facilities	P*	P*	P*	P*	P*	P*	P*	P*	P*	P	P	P	P	P	P	P	P	P	P	P	P	P*	
Health Care, Hospitals												P	P										
Health Care, Medical Clinics											P	P	P	P						P	P		
Parks	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	
Places of Worship	P*	P*	P*	P*	P*	P*	P*	P*	P*	P	P	P	P	P	P	P	P	P	P	P	P	P	
COMMERCIAL, OFFICE AND RETAIL																							
Agricultural Use, Barn or Stable for Private Stock	P	P																					
Agricultural Use, Farm or Pasturage	P	P																					
Agricultural Use, Farm Product Processing	P																						

¹ Multi-family residential uses located in stories or floors above retail commercial uses are permitted by right.

** District with Supplemental Standards (Refer to Article 5).

GENERAL DEVELOPMENT INFORMATION

USE TABLE	Residential Districts										Non-Residential Districts											
Specific Uses	A-O	A-OR	R-1	R-1B	R-2**	R-3**	R-4**	R-6**	R-7**	P-MUD**	A-P	C-1	C-2	C-3**	R & D**	M-1	M-2	C-U	WPC**	NG-1**	NG-2**	NG-3**
KEY: P = Permitted by Right ; P* = Permitted Subject to Specific Use Standards; C = Conditional Use																						
COMMERCIAL, OFFICE AND RETAIL (continued)																						
Animal Care Facility, Indoor										P	P	P	P	P					P	P	P	
Animal Care Facility, Outdoor	P*												P									
Art Studio/Gallery										P	P	P		P					P	P	P	P
Car Wash												P*										
Commercial Garden/Greenhouse/Landscape Maintenance	P*											P*	P*				P*					
Commercial Amusements										P		P*	P*						P	P	P	
Conference/Convention Center										P		P	P						P	P	P	
Country Club	P	P	P	P						P		P	P									
Day Care, Commercial							C	C	C		P	P		P						P	P	P
Drive-in/thru window												P							C		P	
Dry Cleaners & Laundry										P*	P*	P	P	P*					P*	P*	P*	P*
Fraternal Lodge										P		P	P							P	P	P
Fuel Sales										P*		P*		P*				P			P*	
Funeral Homes												P	P				P					
Golf Course or Driving Range	P*									P*		P*	P*									
Health Club/Sports Facility, Indoor										P		P		P					P	P	P	P
Health Club/Sports Facility, Outdoor										P		P							P		P	
Hotels										P		P							P	P	P	
Night Club, Bar or Tavern										C		C							P	P	P	
Offices										P	P	P	P	P	P	P	P		P	P	P	P
Parking as a Primary Use										P	C	P	P						P		C	
Personal Service Shop										P	P	P		P					P	P	P	P
Printing/Copy Shop										P	P	P	P	P					P	P	P	
Radio / TV station/studios										P	P	P	P	P		P	P				P	
Restaurants										P		P		P*					P	P	P	P*

1 Multi-family residential uses located in stories or floors above retail commercial uses are permitted by right.

** District with Supplemental Standards (Refer to Article 5).

GENERAL DEVELOPMENT INFORMATION

USE TABLE	Residential Districts											Non-Residential Districts										
Specific Uses	A-O	A-OR	R-1	R-1B	R-2**	R-3**	R-4**	R-6**	R-7**	P-MUD**	A-P	C-1	C-2	C-3**	R & D**	M-1	M-2	C-U	WPC**	NG-1**	NG-2**	NG-3**
KEY: P = Permitted by Right ; P* = Permitted Subject to Specific Use Standards; C = Conditional Use																						
COMMERCIAL, OFFICE AND RETAIL (continued)																						
Retail Sales - Single Tenant over 50,000 SF										P		P									P	
Retail Sales and Service										P		P*	P*	P					P	P	P	P
Sexually Oriented Business (SOB)	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*
Shooting Range, Indoor										P		P	P						P			
Theater										P		P							P	P	P	C
Retail Sales, Manufactured Homes																	P*					
Storage, Self Service												P	P	P*			P					
Vehicular Sales, Rental, Repair and Service												P*	P*				P*					
Wholesales/Services												P*	P*			P	P					
INDUSTRIAL AND MANUFACTURING																						
Bulk Storage Tanks / Cold Storage Plant													P				P					
Industrial, Light													P		P	P	P					
Industrial, Heavy																	P					
Recycling Facility – Large													P*				P					
Salvage Yard																	P*					
Scientific Testing/Research Laboratory													P		P	P						
Storage, Outdoor - Equipment or Materials													P			P	P					
Truck Stop/Freight or Trucking Terminal																	P					
Utility	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*
Warehousing/Distribution													P			P	P					
Waste Services																	P					
Wireless Telecommunication Facilities – Intermediate	P*									P*	P*	P*	P*	P*	P*	P*	P*		P*	P*	P*	P*
Wireless Telecommunication Facilities – Major	C										C	C	C	C	C	C	P*					
Wireless Telecommunication Facilities – Unregulated	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					

1 Multi-family residential uses located in stories or floors above retail commercial uses are permitted by right.

** District with Supplemental Standards (Refer to Article 5).

GENERAL DEVELOPMENT INFORMATION

2005 SUBMISSION DEADLINES

Submittal Deadline 10 A.M.	Planning & Zoning Commission Meetings 7:00 P.M. 1st & 3rd Thursdays	City Council Meetings 7:00 P.M. 2nd & 4th Thursdays	Zoning Board of Adjustment Meetings 6:00 P.M. 1st Tuesdays	Design Review Board Meetings 11:00 a.m. 2nd & 4th Fridays
Wednesday, December 1	January 6	January 27	January 4	N/A
Tuesday, December 14	January 20	February 10	N/A	January 14
Tuesday, January 4	February 3	February 24	February 1	January 28
Tuesday, January 18	February 17	March 10	N/A	February 11
Monday, January 31	March 3	March 22 (Tue)	March 1	February 25
Monday, February 14	March 17	April 14	N/A	March 11
Monday, March 7	April 7	April 28	April 5	N/A
Monday, March 21	April 21	May 12	N/A	April 8
Monday, April 4	May 5	May 26	May 3	April 22
Monday, April 18	May 19	June 9	N/A	May 13
Monday, May 2	June 2	June 23	June 7	May 27
Monday, May 16	June 16	July 14	N/A	June 10
Monday, June 6	July 7	July 28	July 5	June 24
Monday, June 20	July 21	August 8 (Mon)	N/A	July 8
Tuesday, July 5	August 4	August 23 (Tue)	August 2	July 22
Monday, July 18	August 18	September 8	N/A	August 12
Monday, August 1	September 1	September 22	September 6	August 26
Monday, August 15	September 15	October 13	N/A	September 9
Tuesday, September 6	N/A	October 25 (Tue)	October 4	September 23
Monday, September 19	October 20	November 10	N/A	October 14
Monday, October 3	November 3	November 22 (Tues)	November 1	October 28
Monday, October 10	N/A	December 1	N/A	N/A
Monday, October 17	November 17	December 15	N/A	November 11
Monday, November 7	December 8	January 12	December 6	December 9

After each filing deadline, staff will evaluate the caseload and adjust schedules accordingly. If there is a large caseload, items will be scheduled on a first-come, first-serve basis. Submitting your information on an established deadline day in no way guarantees that you will be placed on the corresponding Planning & Zoning Commission, City Council, Zoning Board of Adjustment, or Design Review Board meeting. Staff will schedule an optional facilitation meeting the following week with the applicant to discuss staff review comments on each project. If you have any questions or comments, please contact Development Coordinator Bridgette George (bgeorge@cstx.gov) at 979.764.3570.

Site Plans/Construction Documents/Drainage Reports Deadline Dates:

All site plans, construction documents and drainage reports that are not required as part of a case before the Planning and Zoning Commission or City Council, must be submitted by any Monday at 10:00 a.m. Information submitted after 10:00 a.m. on Monday will not be scheduled for staff review until the following week. (In case of a Monday holiday, the deadline will be moved to the next business day at 10:00 a.m.)

GENERAL DEVELOPMENT INFORMATION

BUILDING & DEVELOPMENT FEES

Site Plan	\$200.00
Site Plan Amendment - Minor	\$200.00
Master Plan	\$400.00
Preliminary Plat	\$400.00
Plat Amendment (Master, Preliminary & Final Plats) - Minor	\$220.00
Final Plat	\$400.00
Final Plat-Minor or amending	\$300.00
Final Plat additional fee for public hearing	\$200.00
Final Plat additional fee for multiple sheets	\$55.00
Variance - Subdivision Regulations	\$100.00
Public Infrastructure Plan Review & Inspection Fee	\$600.00
Comprehensive Plan Amendment	\$850.00
Rezoning	\$500.00
Rezoning - PDD	\$500.00
PDD / P-MUD Concept Plan Review	\$200.00
PDD Amendment - Staff Review Only	\$75.00
PDD Amendment - P&Z or CC Review Only (no PH)	\$135.00
CUP Site & Use	\$300.00
CUP-Appeal P&Z's Decision to Council	\$195.00
CUP-Time Extension (Staff Review Only)	\$60.00
Zoning Board of Adjustment	\$150.00
Drainage Dev't	\$200.00
License to Encroach	\$325.00
ROW/Easement Abandonment	\$300.00
Oil & Gas Permit	\$2,000.00
Oil & Gas Annual Renewal	\$300.00

GENERAL DEVELOPMENT INFORMATION

PIP Permits	\$150.00
Special District Review	\$200.00
DRB Cases (Driveway variance, appeals, etc.)	\$150.00
Zoning Letters	\$40.00
Sign Permits- Plan Review for Zoning Requirements	\$25.00
Request for extension - Master & Preliminary Plats	\$200.00
Ordinance Amend. Request to P&Z or CC	\$120.00
Ordinance Amend. - with Public Hearing	\$325.00
Electrical Permits	\$37.00 + 2 cents per sq. ft. over 2000SF
Plumbing Permits	\$20.00 + \$4.00 per fixture
Mechanical Permits	\$24.00 + \$5.00 per \$1000 valuation
Irrigation Permits	\$20.00
Re-inspection Fee	\$27.00
Construction Board of Appeals Variance	\$480.00
Parade Permits	\$90.00

GENERAL DEVELOPMENT INFORMATION

BUILDING PERMIT FEES - 1 & 2 FAMILY RESIDENTIAL CONSTRUCTION

For one and two family residential construction, the valuation of the structure shall be calculated at the minimum fee schedule below:

All residential construction minimum fee: multiply heated square footage by \$66.00.

Est. Cost	Permit Fee	Est. Cost	Permit Fee	Est. Cost	Permit Fee	Est. Cost	Permit Fee
\$1,000	\$15.00	\$26,000	\$140.00	\$51,000	\$264.00	\$76,000	\$364.00
\$2,000	\$20.00	\$27,000	\$145.00	\$52,000	\$268.00	\$77,000	\$368.00
\$3,000	\$25.00	\$28,000	\$150.00	\$53,000	\$272.00	\$78,000	\$372.00
\$4,000	\$30.00	\$29,000	\$155.00	\$54,000	\$276.00	\$79,000	\$376.00
\$5,000	\$35.00	\$30,000	\$160.00	\$55,000	\$280.00	\$80,000	\$380.00
\$6,000	\$40.00	\$31,000	\$165.00	\$56,000	\$284.00	\$81,000	\$384.00
\$7,000	\$45.00	\$32,000	\$170.00	\$57,000	\$288.00	\$82,000	\$388.00
\$8,000	\$50.00	\$33,000	\$175.00	\$58,000	\$292.00	\$83,000	\$392.00
\$9,000	\$55.00	\$34,000	\$180.00	\$59,000	\$296.00	\$84,000	\$396.00
\$10,000	\$60.00	\$35,000	\$185.00	\$60,000	\$300.00	\$85,000	\$400.00
\$11,000	\$65.00	\$36,000	\$190.00	\$61,000	\$304.00	\$86,000	\$404.00
\$12,000	\$70.00	\$37,000	\$195.00	\$62,000	\$308.00	\$87,000	\$408.00
\$13,000	\$75.00	\$38,000	\$200.00	\$63,000	\$312.00	\$88,000	\$412.00
\$14,000	\$80.00	\$39,000	\$205.00	\$64,000	\$316.00	\$89,000	\$416.00
\$15,000	\$85.00	\$40,000	\$210.00	\$65,000	\$320.00	\$90,000	\$420.00
\$16,000	\$90.00	\$41,000	\$215.00	\$66,000	\$324.00	\$91,000	\$424.00
\$17,000	\$95.00	\$42,000	\$220.00	\$67,000	\$328.00	\$92,000	\$428.00
\$18,000	\$100.00	\$43,000	\$225.00	\$68,000	\$332.00	\$93,000	\$432.00
\$19,000	\$105.00	\$44,000	\$230.00	\$69,000	\$336.00	\$94,000	\$436.00
\$20,000	\$110.00	\$45,000	\$235.00	\$70,000	\$340.00	\$95,000	\$440.00
\$21,000	\$115.00	\$46,000	\$240.00	\$71,000	\$344.00	\$96,000	\$444.00
\$22,000	\$120.00	\$47,000	\$245.00	\$72,000	\$348.00	\$97,000	\$448.00
\$23,000	\$125.00	\$48,000	\$250.00	\$73,000	\$352.00	\$98,000	\$452.00
\$24,000	\$130.00	\$49,000	\$255.00	\$74,000	\$356.00	\$99,000	\$456.00
\$25,000	\$135.00	\$50,000	\$260.00	\$75,000	\$360.00	\$100,000	\$460.00

Est. Cost	Permit Fee	Est. Cost	Permit Fee	Est. Cost	Permit Fee	Est. Cost	Permit Fee
\$105,000	\$475.00	\$160,000	\$640.00	\$275,000	\$985.00	\$750,000	\$2160.00
\$110,000	\$490.00	\$165,000	\$656.00	\$300,000	\$1060.00	\$800,000	\$2260.00
\$115,000	\$505.00	\$170,000	\$671.00	\$325,000	\$1135.00	\$850,000	\$2360.00
\$120,000	\$520.00	\$175,000	\$686.00	\$350,000	\$1210.00	\$900,000	\$2460.00
\$125,000	\$535.00	\$180,000	\$701.00	\$400,000	\$1360.00	\$950,000	\$2560.00
\$130,000	\$550.00	\$185,000	\$716.00	\$450,000	\$1510.00	1 million	\$2660.00
\$135,000	\$565.00	\$190,000	\$731.00	\$500,000	\$1660.00	1.5 million	\$3660.00
\$140,000	\$580.00	\$195,000	\$745.00	\$550,000	\$1760.00	2 million	\$4660.00
\$145,000	\$595.00	\$200,000	\$760.00	\$600,000	\$1860.00	2.5 million	\$5660.00
\$150,000	\$610.00	\$225,000	\$835.00	\$650,000	\$1960.00	3 million	\$6,660.00
\$155,000	\$625.00	\$250,000	\$910.00	\$700,000	\$2060.00	3.5 million	\$7,660.00

GENERAL DEVELOPMENT INFORMATION

BUILDING PERMIT FEES - COMMERCIAL CONSTRUCTION

Actual cost of construction, including labor and materials, is the Building Valuation which is used to determine the building fee permit. If, in the opinion of the Building Official, the valuation is under-estimated on the application, the applicant may be required to submit detailed estimates. Final building permit valuations shall be set by the Building Official.

Estimated Cost	Permit Fee
\$0.00 to \$1,000	\$15.00
\$1,001 to \$50,000	\$15.00 for the first \$1,000 plus \$5.00 for each additional \$1,000 including \$50,000
\$50,001 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional \$1,000 including \$100,000
\$100,001 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional \$1,000 including \$500,000
\$500,001 and up	\$1,660.00 for the first \$500,000 plus \$2.00 for each additional \$1,000

SEWER TAP FEES

TAP SIZE	CITY INSTALLATION
4"	\$350
6"	\$100

Note: The applicant is responsible for sewer taps larger than 4" (fee is for the inspection only)

WATER TAP FEES

TAP SIZE	CITY INSTALLATION
¾"	\$400
1"	\$500
1 ½"	\$800
2"	\$1800
3" or larger	Actual Cost

TEMPORARY ELECTRIC POLE

\$45.00 + \$20.00 Inspection Fee

ELECTRICAL PERMIT FEES

Repair & Alteration Electrical Permit	\$37.00
Electrical Permit: \$37 minimum, Up to & including 2,000 sq ft plus \$0.02 per sq ft over 2,000 sq ft	

MECHANICAL PERMIT FEES

Mechanical Permit	\$24.00
Heating-A/C Base Fee (up to \$1000)	\$24.00
Each additional \$1000 Valuation (or fraction thereof)	\$5.00
Fee for Boiler Inspections: 33,000 BTU (1 BHP) – 165,000 BTU (5BHP)	\$5.00
165,001 BTU – 330,000 BTU	\$10.00

GENERAL DEVELOPMENT INFORMATION

330,001 BTU – 1,165,000 BTU	\$15.00
1,165,000 BTU – 3,300,000 BTU	\$25.00
Over 3,300,001 BTU	\$35.00
Temporary Operation Inspection Fee	\$5.00
Vent Hood Permit	\$10.00
Walk – In Cooler Permit	\$20.00

PLUMBING PERMIT FEES

Plumbing Permit		\$20.00	
Water Closet	\$4.00	Sand Traps	\$4.00
Water Heaters	\$4.00	Grease Traps	\$4.00
Lavatories	\$4.00	Dishwasher	\$4.00
Kitchen Sinks	\$4.00	Laundry Tray	\$4.00
Bar/Slop Sinks	\$4.00	Floor Drains	\$4.00
Bath Tubs	\$4.00	Water Srv/Replace	\$5.00
Showers	\$4.00	Sewer Collect/Repl	\$5.00
Drinking Fountains	\$4.00	Septic Tank	\$20.00
Urinals	\$4.00	Heater (vented)	\$4.00
Independent Waste	\$4.00	Washing Machine	\$4.00
Gas Permit		\$5.00	
Gas piping (up to 4 outlets)		\$5.00	
(each gas outlet over 4)		\$1.00	

LAWN SPRINKLER PERMIT FEES

Lawn Sprinkler Permit (flat fee)	\$20.00
----------------------------------	---------

MISCELLANEOUS PERMITS & FEES

Construction Board of Adj. & Appeals	\$480.00
Demolition Permit	\$25.00
Livestock Permit	\$35.00 / \$30.00 renewal
Location Permit	\$40.00
Moving Permit	\$100.00
Parade Permit	90.00

Re-Inspection Fee	\$27.00
-------------------	---------

GENERAL DEVELOPMENT INFORMATION

APPROVED LANDSCAPE & STREETScape PLANTING LIST

This list recommends several species that do well in the College Station area. Not every species will perform well in all locations, and some species have detriments that need to be considered. Careful evaluation of the site, soils, available growing area, and climate needs to be exercised when selecting species.

	Common Name	Scientific Name
Canopy Trees	Cedar Elm	(<i>Ulmus crassifolia</i>)
	Live Oak	(<i>Quercus virginia</i>)
	Winged Elm	(<i>Ulmus alata</i>)
	Water Oak	(<i>Quercus nigra</i>)
	Chinese Pistache	(<i>Pistacia chinensis</i>)
	Chinese Elm	(<i>Ulmus parvifolia sempervirens</i>)
	Burr Oak	(<i>Quercus macrocarpa</i>)
	Bald Cypress	(<i>Taxodium distichum</i>)
	Willow Oak	(<i>Quercus phellow</i>)
	Shumard Red Oak	(<i>Quercus shumardii</i>) or (<i>Q. texana</i>)
	Carolina Cherry Laurel	(<i>Prunus caroliniana</i>)
	Eastern Redcedar	(<i>Juniperus virginiana</i>)
	Leyland Cypress	(<i>Cupressocyparis leylandii</i>)
	Pecan	(<i>Carya illinoensis</i>)
	Texas Pistache	(<i>Pistachia texana</i>)
	Sawtooth Oak	(<i>Q. accutissima</i>)
	Western Soapberry	(<i>Sapindus drummondi</i>)
Non-Canopy Trees	Texas Red Bud	(<i>Cercis canadensis</i>)
	Tree Yaupon	(<i>Ilex vomitoria</i>)
	Crepe Myrtle	(<i>Lagerstroemia indica</i>)
	Possumhaw Holly	(<i>Ilex decidua</i>)
	Bradford Pear	(<i>Pyrus species</i>)
	Chinese Fringe tree	(<i>Chionanthus retusus</i>)
	Eve's Necklace tree	(<i>Sophora affinis</i>)
	Japanese Black Pine	(<i>Pinus thunbergiana</i>)
	Mexican Plum	(<i>Prunus mexicana</i>)
	Ornamental Pear	(<i>Pyrus calleryana</i>)
	Prairie Flameleaf Sumac	(<i>Rhus lanceolata</i>)
	Red Buckeye	(<i>Aesculus pavia</i>)
	Rusty Blackhaw Viburnum	(<i>Viburnum rufidulum</i>)
	Texas Kidneywood	(<i>Eysenhardtia texana</i>)
	Texas Mountain Laurel	(<i>Sophora secundiflora</i>)
	Texas Persimmon	(<i>Diospyros texana</i>)
	Wax Myrtle	(<i>Myrica cerifera</i>)

GENERAL DEVELOPMENT INFORMATION

These species may grow well in the area, but due to detrimental factors they will not be considered for points.

Non-point Trees	Arizona Ash	(<i>Fraxinus velutina</i> 'arizona')
	Black Willow	(<i>Salix nigra</i>)
	Chinese Tallow	(<i>Sapium sebiferum</i>)
	Cottonwood	(<i>Populus deltoides</i>)
	Corkscrew Willow	(<i>Salix matsudana</i> 'tortusa')
	Mimosa	(<i>Albizzia julibrissen</i>)
	Mulberry	(<i>Morus alba</i>)
	Pine species	(<i>Pinus species</i>)
	Siberian Elm	(<i>Ulmus pumila</i>)
	Silver Maple	(<i>Acer saccharinum</i>)
	Weeping Willow	(<i>Salix babylonica</i>)

Please be aware that dwarf species are not permitted in required screening areas or in required buffer areas

Shrubs	Abelia	(<i>Abelia grandiflora</i>)
	Althea	(<i>Hibiscus syriacus</i>)
	Agrito	(<i>Berberis trifoliolata</i>)
	American Beautyberry	(<i>Callicarpa amercicana</i>)
	Aromatic Sumac	(<i>Rhus aromatic</i>)
	Burford Holly	(<i>Ilex cornuta</i> 'burfordi')
	Carolina Buckthorn	(<i>Rhamnus caroliniana</i>)
	Cast Iron plant	(<i>Aspidistra elatior</i>)
	Chinese Holly	(<i>Ilex cornuta</i> 'rotunda')
	Clyera	(<i>Ternstromia gymnanthera</i>)
	Elaeagnus	(<i>Elaeagnus macrophylla</i>)
	Flame Acanthus	(<i>Anisacanthus quadrifidus</i> 'writtii')
	Fraser's Photinia	(<i>Photinia</i> x 'fraseri')
	Holly Fern	(<i>Cyrtomium falcatum</i>)
	Indian Hawthorn	(<i>Rhaphiolepis indica</i>)
	Juniper species	(<i>Juniperus species</i>)
	Nandina species	(<i>Nandina species</i>)
	Pineapple Guava	(<i>Feijoa sellowiana</i>)
	Pittosporum	(<i>Pittosporum tovira</i>)
	Pyracantha	(<i>Pyracantha species</i>)
	Serissa	(<i>Serissa foetida</i>)
	Spirea	(<i>Spirea species</i>)
	Viburnum	(<i>Viburnum odoratissimum</i>)
	Dwarf Wax Myrtle	(<i>Myrica pusilla</i>)
	Waxleaf Ligustrum	(<i>ligustrum japonicum</i>)
	Whitebrush	(<i>Aloysia gratissima</i>)
	Wood Fern	(<i>Dryopteris normalis</i>)
	Yaupon	(<i>Ilex vomitoria</i> 'nana')

GENERAL DEVELOPMENT INFORMATION

Grasses must be a perennial

Groundcovers and Vines

Algerian Ivy	(<i>Hedera canariensis</i>)
Asian Jasmine	(<i>Trachelospermum asiaticum</i>)
Boston Ivy	(<i>Parthenocissus tricuspidata</i>)
Carolina Jessamine	(<i>Gelsemium sempervirens</i>)
Confederate Jasmine	(<i>Trachelospermum jasminoides</i>)
Coral Honeysuckle	(<i>Lonicera sempervirens</i>)
Cross Vine	(<i>Bignonia capreolata</i>)
English Ivy	(<i>Hedera helix</i>)
Creeping Juniper	(<i>Juniperus horizontalis</i>)
Liriope	(<i>Liriope muscari</i>)
Monkey Grass	(<i>Ophiopogon japonicum</i>)
Spiderwort	(<i>Tradescantia species</i>)
Texas Lantana	(<i>Lantana horrida</i>)
Trumpet Vine	(<i>Campsis radicans</i>)
Turk's Cap	(<i>Malvaviscus arboreus 'drummondii'</i>)
Vinca	(<i>Vinca major and V. minor</i>)
Wisteria	(<i>Wisteria sinensis</i>)

Streetscape Plant List

Canopy Trees

Cedar Elm	(<i>Ulmus crassifolia</i>)
Live Oak	(<i>Quercus virginia</i>)
Winged Elm	(<i>Ulmus alata</i>)
Water Oak	(<i>Quercus nigra</i>)
Chinese Pistache	(<i>Pistacia chinensis</i>)
Post Oak	(<i>Quercus stellata</i>)
Burr Oak	(<i>Quercus macrocarpa</i>)
Goldenrain Tree	(<i>Koelreuteria paniculata</i>)
Bald Cypress	(<i>Taxodium distichum</i>)
Willow Oak	(<i>Quercus phellow</i>)
Red Oak	(<i>Quercus shumardii</i>)

Non-canopy Trees

Red Bud	(<i>Cercis canadensis</i>)
Yaupon Tree	(<i>Ilex vomitoria</i>)
Crabapple	(<i>Malus species</i>)
Tree Crepe Myrtle	(<i>Lagerstroemia indica</i>)
Shining Sumac	(<i>Rhus copalina</i>)
Possumhaw	(<i>Ilex decidua</i>)
Hawthorn	(<i>Crateagus L.</i>)
Bradford Pear	(<i>Pyrus species</i>)
Texas Mt. Laurel	(<i>Sophora secundiflora</i>)
Mexican Plum	(<i>Prunus mexicana</i>)
Rusty Blackhaw viburnum	(<i>Viburnum rufidulum</i>)

GENERAL DEVELOPMENT INFORMATION

Plantings for required screening areas

Photinia sp.	(Photinia x fraseri)
Waxleaf Ligustrum	(Ligustrum japonicum)
Yaupon Tree	(Ilex vomitoria)
Burford Holly	(Ilex cornuta)
Nellie Stevens Holly	(I. aquifolium x I. cornuta)
Sea Green Juniper	(Juniperus chinensis)
Juniper species	(avoid species with bagworm susceptibility)
Indian Hawthorn	(Raphiolepis indica sp.)
Oleander	(Nerium oleander sp.-red or white are the hardiest)
Pampas Grass	(Cortaderia selloana sp.)
Texas Sage	(Leucophyllum frutescens)
Eleagnus	(Eleagnus spp.)
Pittosporum species	(Pittosporum spp. green or variegated is best but still may freeze)
Viburnum species	(Leatherleaf Viburnum, Viburnum macrophyllum or sp.)
Foster's Holly	(Ilex x attenuata sp or Ilex crenata sp.)
Primrose Jasmine	(Jasminum mesnyi (J. primulinum)
Compact Nandina,	(Nandina domestica 'compacta' Dwarf nandina not permitted)
Carolina Laurel Cherry	(Prunus caroliniana 'Bright 'n Tight)
Pineapple Guava	(Feijoa sellowiana,)
Texas sage	(Leucophyllum frutescens 'Greencloud' or sp.)

GENERAL DEVELOPMENT INFORMATION

Engineering and Planning Publications

Building Regulations - \$5.00

Local amendments to the International Building Codes (2003), gas, mechanical, public fire codes and national electrical code.

Comprehensive Plan (1997) - \$25.00

Includes goals and objectives, land use plan, parks and open space plan, thoroughfare plan, water and wastewater system plans, and urban design plans.

30/60 Area Plan (2001)

Bikeways Plan Map (2003) - \$1.50

Bikeways and Pedestrian Master Plan (2002) - \$13.75

Demographic Report (2002)

East Bypass Small Area Plan (2000)

Eastgate Neighborhood Plan (2001)

Greenways Master Plan (1999) - 15.00

Land Use Plan Map (2003) - \$1.50

Mixed Use Study (2003)

Rock Prairie / Greens Prairie Small Area Plan (2002)

Thoroughfare Plan Map (2003) - \$1.50

Drainage Policy & Design Standards - \$15.00

Includes drainage system policies, methods of calculating stormwater runoff, street drainage and flows, storm drain inlets, storm drainage systems, open channel flow, culverts and bridges, detention facilities, erosion and sedimentation control, drainage plan submittal requirements, and the development permitting process.

FEMA Maps

May be ordered directly from FEMA by calling 1.800.385.9620 and giving the map panel number. Official FEMA maps with LOMRs are kept in the Planning & Development Services office.

Fire Prevention Division ~ Construction and Development Guide

Includes a construction checklist, water supplies, fire sprinkler system requirements, and kitchen fire extinguishing systems.

Mapping & Monumentation Book - \$6.30

Provides horizontal control monument sheets.

Northgate Design Guidelines - \$20.00

Provides guidelines regarding signs, awnings and canopies, bicycle parking, street elements, architectural character, and site design in Northgate.

Northgate Feasibility Study - \$11.00

Northgate Historic Resources - \$3.00

A reference guide intended to be used for the initial development of the Northgate master plan and includes methodology and procedures, research, fieldwork, criteria for evaluation and survey materials.

Northgate Redevelopment Plan - \$10.00

Provides redevelopment guidelines and an action plan for Northgate redevelopment.

GENERAL DEVELOPMENT INFORMATION

Regulations for the Exploration, Development, Production and Transportation of Oil, Gas, and Associated Mineral Hydrocarbons - \$3.00

Includes regulations for permitting all oil and gas wells in the City.

Neighborhood Resource Guide - Free

Includes services for neighborhoods and resources to enable citizens to get involved in the community.

Standard Specifications for Street Construction - \$13.00

Includes specifications for street construction in the City of College Station.

Streetscape Master Plan - \$10.00

Includes guidelines for streetscape requirements.

Subdivision Regulations - \$10.00

Includes platting requirements, design standards, parkland dedication requirements, and rural residential and extraterritorial jurisdiction subdivision regulations.

Taking Action - Free

Includes information on starting a Neighborhood Association.

Unified Development Ordinance - \$12.00

Includes development review procedures, the establishment of districts and their regulations, regulations for non-conforming uses, minimum standards for off site parking, landscaping, signs, buffer, and non-residential architectural standards.

Water & Sewer Specification - \$10.00

Includes guidelines for general construction, project conditions, excavating, trenching and backfilling, street, highway and railroad crossings, pipe boring, jacking and tunneling, water mains, miscellaneous appurtenances, standard details, sanitary sewer mains, and miscellaneous appurtenances.

Water and Wastewater Map Books

Wolf Pen Creek Corridor Study

Includes guidelines for the development of the Wolf Pen Creek area.

Wolf Pen Creek Design Charette

A guide containing ideas about the design development, land use and priority of development in the area. It is based on the design charette and focus group meeting.

GENERAL DEVELOPMENT INFORMATION



Pre-Application Conference (PAC) Request Form

The purpose of a pre-application conference is to meet the City Staff that will be involved with your development and identify general issues that need further analysis. Along with the discussion of these major issues, Staff will talk about the development process, distribute necessary information and discuss what permits will be required for your particular development. This meeting is in no way a complete review of your project. Staff will perform a formal thorough review once the minimum requirements are submitted for your particular development.

Contact Information:

Name _____ **E-Mail Address** _____

Phone Number _____ Fax Number _____

Development proposal for subject property (type of business, square footage, etc.):

Property Owner: _____

Address / Location _____

Legal Description _____

Minimum Submittal Requirements by the Wednesday before the PAC.

1. Site plan, if applicable (2 copies).
2. Survey of property or key map showing location.

Please fax form to 979.764.3496 or e-mail to bgeorge@cstx.gov
Upon receipt you will be contacted to schedule a pre-application conference.

GENERAL DEVELOPMENT INFORMATION



DEVELOPMENT SERVICES Transmittal Letter

Project: _____	
Name/Firm: _____	Date: _____
Address: _____	
Phone: _____	Fax: _____

We are transmitting the following for Development Services to review and comment (Check all that apply):

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Master Development Plan | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> Development Permit App. |
| <input type="checkbox"/> Preliminary Plat | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Final Plat | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> Rezoning Application |
| <input type="checkbox"/> FEMA CLOMA/CLOMR/LOMA/LOMR | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> Variance Request |
| <input type="checkbox"/> Site Plan | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> Other - Please specify _____ |
| <input type="checkbox"/> Grading Plan | w/ <input type="checkbox"/> Redlines | _____ |
| <input type="checkbox"/> Landscape Plan | w/ <input type="checkbox"/> Redlines | _____ |
| <input type="checkbox"/> Irrigation Plan | w/ <input type="checkbox"/> Redlines | _____ |
| <input type="checkbox"/> Building Construction Documents | w/ <input type="checkbox"/> Redlines | |

INFRASTRUCTURE AND ENGINEERING DOCUMENTS

All infrastructure documents must be submitted as a complete set.

The following are included in the complete set:

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Waterline Construction Documents | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> TxDOT Driveway Permit |
| <input type="checkbox"/> Sewerline Construction Documents | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> TxDOT Utility Permit |
| <input type="checkbox"/> Drainage Construction Documents | w/ <input type="checkbox"/> Redlines | <input type="checkbox"/> Other - Please specify _____ |
| <input type="checkbox"/> Street Construction Documents | w/ <input type="checkbox"/> Redlines | _____ |
| <input type="checkbox"/> Easement application with metes & bounds description | | _____ |
| <input type="checkbox"/> Drainage Letter or Report | w/ <input type="checkbox"/> Redlines | |
| <input type="checkbox"/> Fire Flow Analysis | w/ <input type="checkbox"/> Redlines | |

Special Instructions:

CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

Planning & Development Engineering Items

Multi-Family and Commercial Projects

- Letter of Credit submitted for infrastructure (if applicable).
- All pavement must be in – especially around perimeter.
- All curbing must be installed, including edges of future phases.
- All parking spaces must be striped, including handicap spaces.
- Spot check dimensions of spaces and circulation aisles. (9'x18' with 2' overhang or 9'x20' without overhang; 2-way circulation aisles must be 23' wide; 1-way can be 20'wide)
- All islands must be curbed raised, and either planted or bricked (decorative pavers, stamped colored concrete O.K.) and located as shown on approved plans.
- The Dumpster screening must be installed as shown on approved plans.
- The landscaping must be installed and appear to be similar to approved plan.
- The site must be clean and free of construction debris, equipment, job shacks, sand, dirt, etc.
- The development, construction, and finance signs must be removed.
- The adjacent lots disturbed during construction must be returned to original conditions (graded, seeded, or sodded, and all debris removed).
- Handicap ramps must be installed.
- Handicap signs must be installed.
- Fire lanes must be painted in locations shown on approved plan.
- Detention *with groundcover* must be installed and located as shown on approved plan. Look to see if water can get into and out of the pond per the approved plans.
- If grass is the ground cover to be used for general landscape and detention requirements, the sod must be installed or there must be evidence that the area has been seeded or hydromulched.

IF ANY OF THE ITEMS HAVE NOT BEEN COMPLETED, PLEASE CONTACT THE PROJECT MANAGER IN CHARGE OF THE PROJECT AT 979.764.3570